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ABSTRACT

This textbook is designed for a course in keyboarding for elementary students. It contains day-by-day lessons for the Phase I (the keyboard, basic function keys, technique and confidence) section of the course, which lasts for six weeks. Technique, drills, reviews, and practice activities are included. The keyboard is illustrated with line drawings. (The lessons correspond to the teacher's guide to this course.) (KC)

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ELEMENTARY KEYBOARDING

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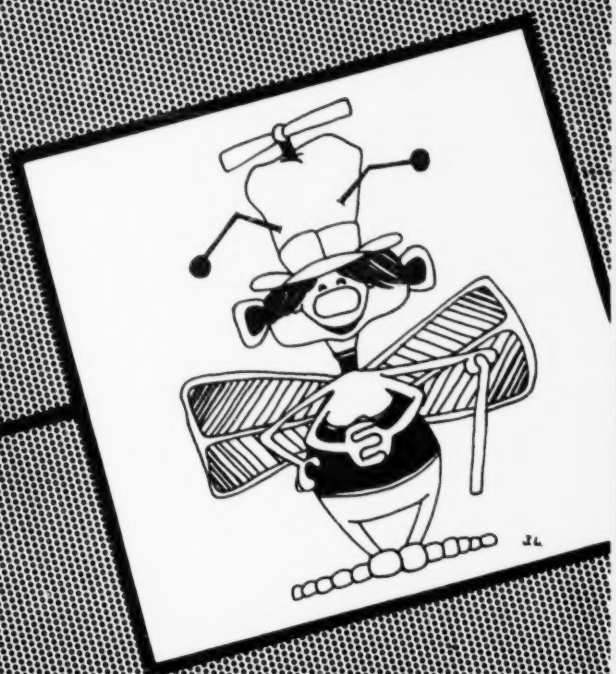

Nancy B. Moen

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The purpose of this publication is to provide a textbook to assist Elementary and Business Education teachers when teaching ELEMENTARY KEYBOARDING.

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ELEMENTARY KEYBOARDING

STUDENT TEXT

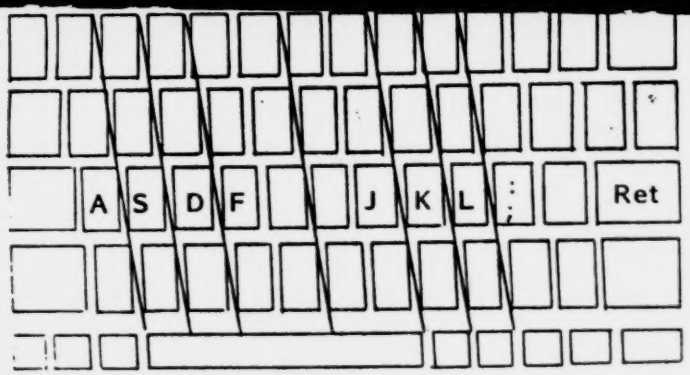
PHASE NUMBER I: LEARN "HOW TO" "BEE" A KEYBOARD AND MICROCOMPUTER OPERATOR

WEEK 1--DAY 1

LESSON ONE IS:

"HOW TO SIT:"

1. Sit up straight.
2. Put both feet on the floor if you can.
3. Keep your elbows to your sides. Your arms should look like the LETTER "L."
4. Keep your fingers curved.
5. Keep your wrists low.
6. Do not rest your palms or wrists on the machine.

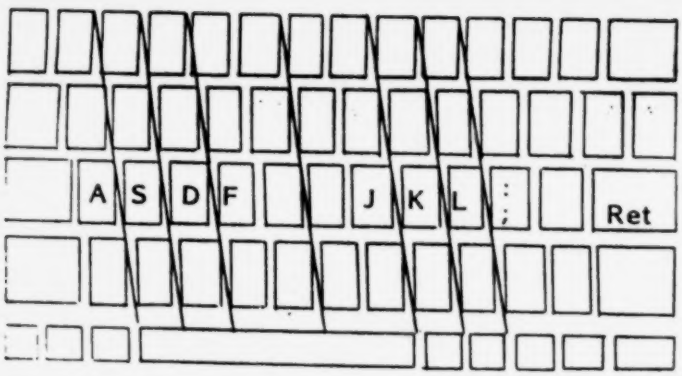


WEEK 1--DAY 1

LESSON TWO IS:

"HOW TO" FIND THE HOME ROW:

1. Look at the chart.
2. The HOME ROW is ASDF JKL; (Semi).
3. Your LEFT HAND:
   - PINKIE FINGER on the A
   - POINTER FINGER on the F
   - RING FINGER on the S
   - MIDDLE FINGER on the D
4. Your RIGHT HAND:
   - PINKIE FINGER on the ; (Semi)
   - POINTER FINGER on the J
   - RING FINGER on the L
   - MIDDLE FINGER on the K
5. BOTH THUMBS:
   - Rest LIGHTLY on the SPACE BAR
   - USE ONLY YOUR RIGHT THUMB.
6. Find the RETURN key:
   - Your RIGHT PINKIE will REACH to the RETURN key.
   - Keep your POINTER FINGER on the J key as you REACH.
7. Practice putting your fingers on the HOME ROW without looking.



WEEK 1--DAY 2

LESSON ONE IS:

"HOW TO BEGIN:"

1. If you are using a computer, the "blinking" box is called a "CURSOR." It shows where the next letter that you type will appear on the screen.

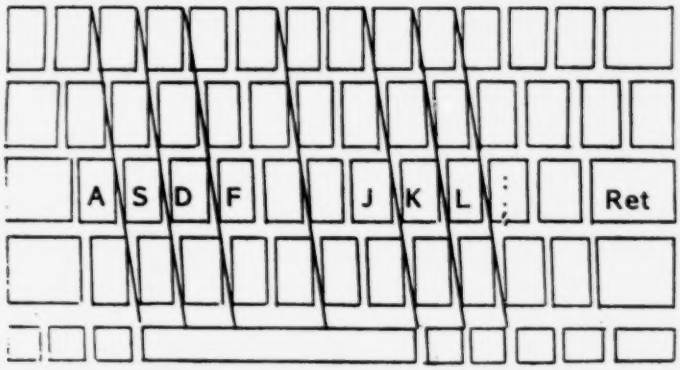
2. Put your fingers on the HOME ROW.

3. Tap the F and J keys, the Space Bar (with your RIGHT THUMB), and the RETURN key with your RIGHT PINKIE.

```
fff fff jjj jjj fff fff jjj jjj    RETURN

fff fff jjj jjj fff fff jjj jjj    RETURN

fff jjj fff jjj fff jjj fff jjj    RETURN

fff jjj fff jjj fff jjj fff jjj    RETURN TWICE

ff jj ff jj ff jj ff jj ff jj      RETURN

ff jj ff jj ff jj ff jj ff jj      RETURN

jj ff jj ff jj ff jf jf jf jf      RETURN

ff jj ff jj ff jj jf jf jf jf      RETURN TWICE
```

fff fff jjj jjj fff jjj ff jj ff jj f j jjj jjj fff fff jjj jjj fff jj ff jj ff j f

WHAT HAPPENED? If you are using a typewriter, you must use the RETURN key in order to continue typing on the next line. If you are using a computer, Word "wraparound" happened! This keeps your typing going to the next line without pressing the RETURN key. You will use this later. Right now you must always use the RETURN key.



WEEK 1--DAY 3

LESSON ONE IS:

"HOW TO" USE THE D and K keys:

1. Put your fingers on the HOME ROW.
2. Tap the D key with your LEFT MIDDLE FINGER.
3. Tap the K key with your RIGHT MIDDLE FINGER.

ddd ddd kkk kkk ddd kkk dd kk d k RETURN

ddd ddd kkk kkk ddd kkk dd kk d k RETURN TWICE

dd kk dd kk dd kk dk dk d k d k RETURN

dd kk dd kk dd kk dk dk d k d k RETURN TWICE

4. REVIEW DRILL

fff jjj ddd kkk fff jjj ddd kkk RETURN

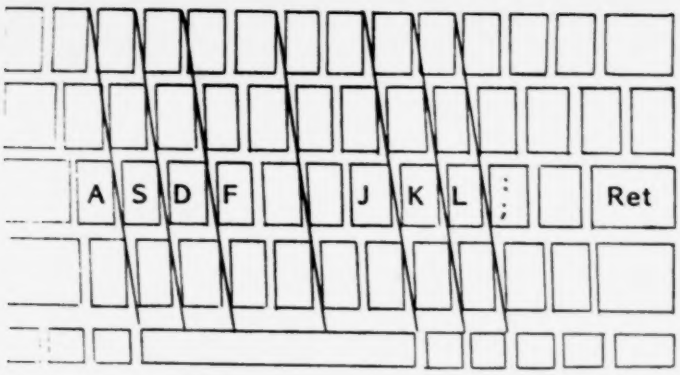
fff jjj ddd kkk fff jjj ddd kkk RETURN TWICE

ddd fff kkk jjj ddd fff kkk jjj RETURN

ddd fff kkk jjj ddd fff kkk jjj RETURN TWICE

fff ddd jjj kkk ff dd jj kk fdjk RETURN

fff ddd jjj kkk ff dd jj kk fdjk RETURN TWICE



WEEK 1--DAY 3

LESSON TWO IS:

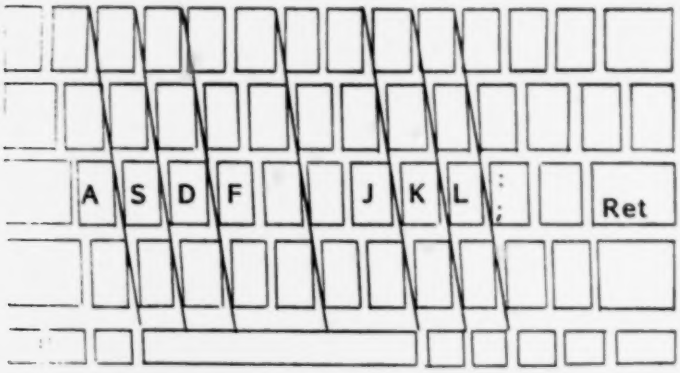
"HOW TO" USE THE "S" and "L" keys:

1. Put your fingers on the HOME ROW.
2. Tap the S key with your LEFT RING FINGER.
3. Tap the L key with your RIGHT RING FINGER.

```
sss sss lll lll sss sss lll lll ss ll s l   RETURN
sss sss lll lll sss sss lll lll ss ll s l   RETURN TWICE

ss ll ss ll ss ll sl sl s l s l             RETURN
ss ll ss ll ss ll sl sl s l s l             RETURN TWICE
```

4. REVIEW DRILL

```
fff jjj ddd kkk sss lll fj dk sl            RETURN
fff jjj ddd kkk sss lll fj dk sl            RETURN TWICE

dd kk ff jj ss ll dd kk ff jj sl            RETURN
dd kk ff jj ss ll dd kk ff jj sl            RETURN TWICE

sss lll fff jjj ddd kkk sldkfj              RETURN
sss lll fff jjj ddd kkk sldkfj              RETURN TWICE
```



WEEK 1--DAY 4

LESSON ONE IS:

"HOW TO" INSERT PAPER INTO THE TYPEWRITER AND REMOVE PAPER FROM THE TYPEWRITER:

1. Use the "Index" key or "Platen Knob" to insert paper.
2. Use the "Paper Release" lever to remove paper.
3. Do not PULL the paper out of the machine.

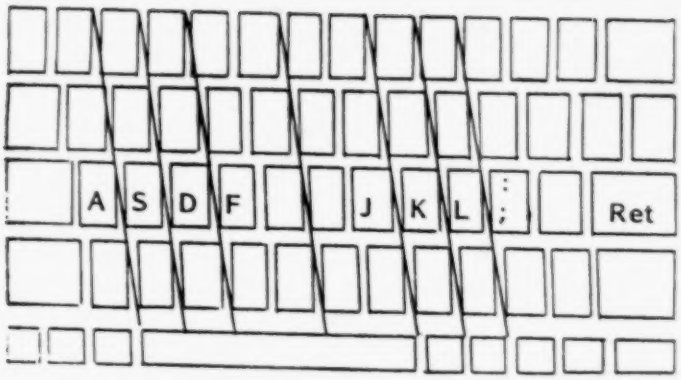
"HOW TO" USE THE "A" and ";" (SEMI) KEYS:

1. Put your fingers on the HOME ROW.
2. Tap the A key with your LEFT PINKIE FINGER.
3. Tap the ";" (SEMI) key with your RIGHT PINKIE FINGER.

```
aaa aaa ;;; ;;; aaa ;;; aa ;;          RETURN
aaa aaa ;;; ;;; aaa ;;; aa ;;          RETURN TWICE

aa ;; aa ;; aa ;; a; a; a ; a          RETURN
aa ;; aa ;; aa ;; a; a; a ; a          RETURN TWICE
```

4. REVIEW DRILL

```
fff jjj ddd kkk sss lll aaa ;;;         RETURN
fff jjj ddd kkk sss lll aaa ;;;         RETURN TWICE

ff jj dd kk ss ll aa ;; a;sldkfj        RETURN
ff jj dd kk ss ll aa ;; a;sldkfj        RETURN
```



WEEK 1--DAY 4

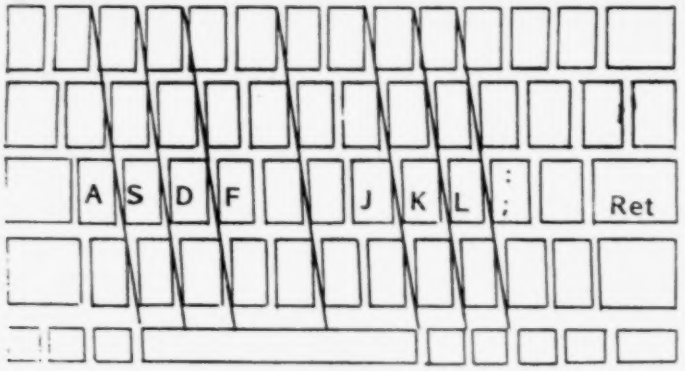
LESSON TWO IS:

"HOW TO" BUILD WORDS:

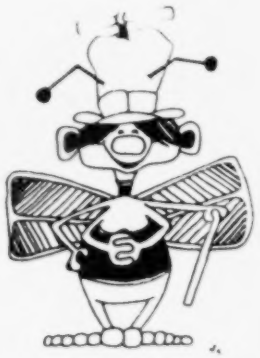
1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT YOUR FINGERS.

	aaa sss ;;; as; as; fff aaa fa; fa;	RETURN
	aaa aaa sss sss kkk kkk ask ask ask	RETURN TWICE
	aaa lll all all fff aaa lll fall fall	RETURN
	lll lll aaa aaa ddd ddd lad lad lad	RETURN TWICE
	jjj jjj aaa aaa lll ;;; jal; jal; jal;	RETURN
	fff fff aaa aaa ddd ddd fad fad fad	RETURN TWICE
	ddd ddd aaa aaa ddd aaa dad; dad; dad;	RETURN
	sss sss aaa aaa ddd aaa sad; sad; sad;	RETURN TWICE
**	kkk kkk aaa aaa kkk aaa kaka; kaka; kaka;	RETURN
	kkk kkk aaa aaa kkk aaa kaka; kaka; kaka;	RETURN TWICE

**A "kaka" is a New England parrot.



WEEK 1--DAY 4

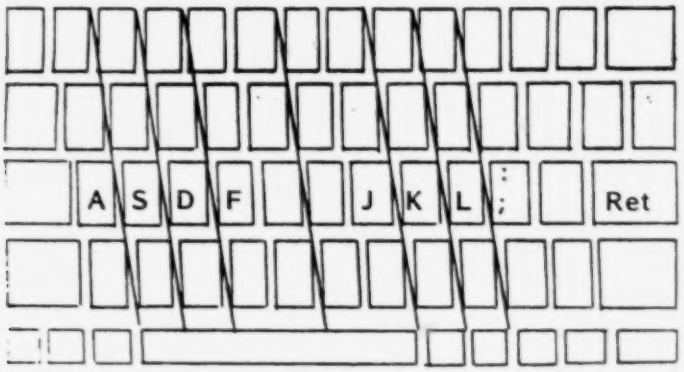


LESSON THREE IS:

"HOW TO" BUILD SENTENCES:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT YOUR FINGERS.

a a a	RETURN
s s s	RETURN
k k k	RETURN
ask ask ask	RETURN
l l l	RETURN
a a a	RETURN
d d d	RETURN
lad lad lad	RETURN
ask a lad; ask a lad; ask a lad;	RETURN
ask a lad; ask a lad; ask a lad;	RETURN TWICE



WEEK 1--DAY 5

LESSON ONE IS:

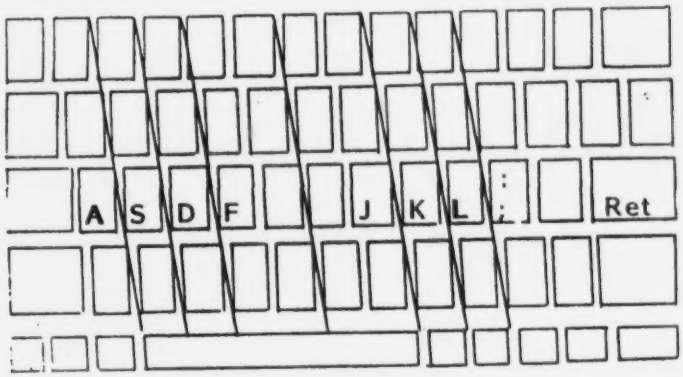
"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT YOUR FINGERS.
4. Type the following WARMUP DRILL:

```
fff jjj ddd kkk sss lll aaa ;;;          RETURN
aaa ;;; sss lll ddd kkk fff jjj          RETURN
fff jjj ddd kkk sss lll aaa ;;;          RETURN
aaa ;;; sss lll ddd kkk fff jjj          RETURN TWICE
```

"HOW TO" BUILD WORDS:

```
sss sss aaa aaa ddd ddd sad sad          RETURN
ddd ddd aaa aaa dad; dad; dad;           RETURN
fff lll aaa sss kkk flask flask          RETURN
aaa; lll; aaa; sss; alas alas alas       RETURN TWICE
```

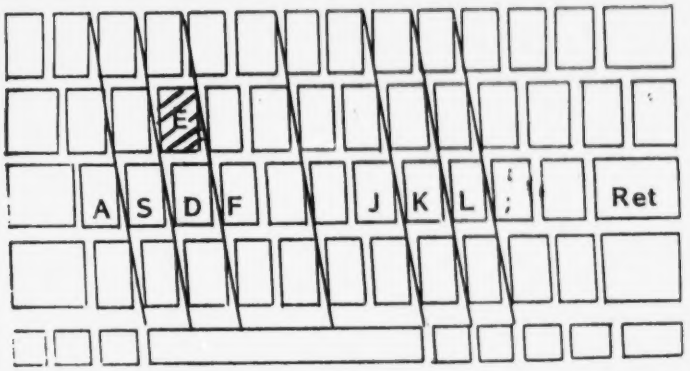


WEEK 1--DAY 5

LESSON TWO IS:

"HOW TO" BUILD SENTENCES:

a a a	RETURN
s s s	RETURN
k k k	RETURN
ask ask ask ask	RETURN
s s s	RETURN
a a a	RETURN
d d d	RETURN
sad sad sad sad	RETURN
d d d	RETURN
a a a	RETURN
d d d	RETURN
dad dad dad dad	RETURN TWICE
ask a sad dad; ask a sad dad;	RETURN
ask a sad dad; ask a sad dad;	RETURN TWICE



WEEK 1--DAY 5

LESSON THREE IS:

"HOW TO" USE THE "E" key.

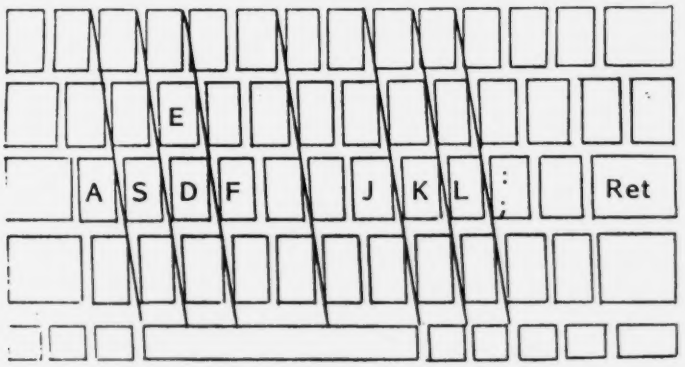
1. Put your fingers on the HOME ROW.
2. THE "E" key is typed with your "D" FINGER.
3. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
4. Keep your fingers on the HOME ROW and REACH
   with your "D" FINGER.
5. NOW, KEEP YOUR EYES ON YOUR COPY.
6. Look at the Picture of your keyboard on this page
   AND NOT AT YOUR FINGERS.

ddd ddd ded ded eee eee ded ded eee ded RETURN

ded see see fee fee led led fed fed ded RETURN

ked ked led led ded sed sed ded fed fed RETURN TWICE

WEEK 1--DAY 5

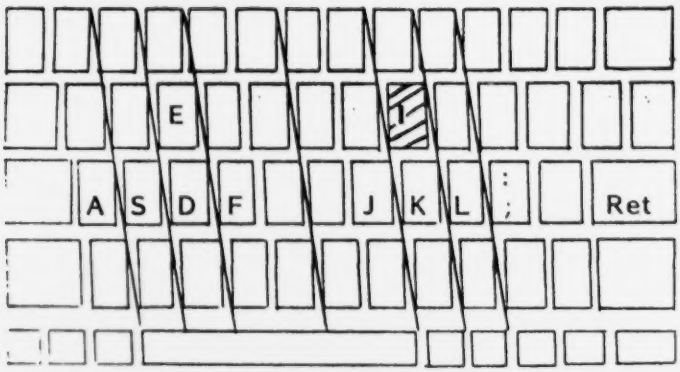


LESSON FOUR IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. Keep your fingers on the HOME ROW and REACH with your "D" FINGER.
3. KEEP YOUR EYES ON YOUR COPY.
4. Look at the Picture of your keyboard on this page AND NOT AT YOUR FINGERS.

ddd eee aaa fff deaf deaf deaf	RETURN
sss eee lll sell sell sell	RETURN
fff aaa ddd eee fade fade fade	RETURN
lll eee aaa fff leaf leaf leaf	RETURN TWICE
lll eee aaa ddd lead lead lead	RETURN
jjj aaa ddd eee jade jade jade	RETURN
kkk eee lll keel keel keel	RETURN
fff eee aaa lll feal feal feal	RETURN TWICE



WEEK 2--DAY 1

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

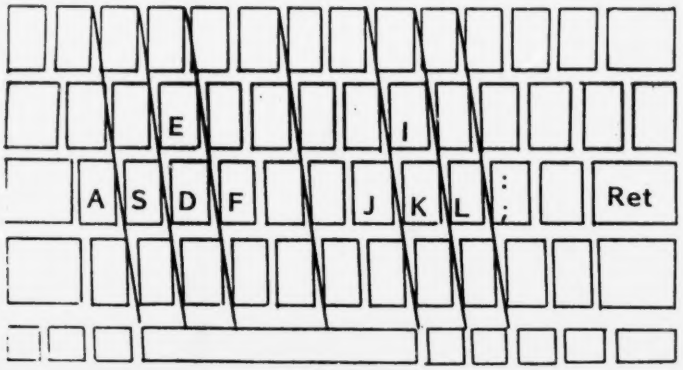
aaa ;;; sss lll ddd kkk fff jjj	RETURN
ddd ddd ded ded see see fee fee	RETURN
ked ked led led jed jed fed fed	RETURN
ale ale ask ask lad lad as; as;	RETURN TWICE

LESSON ONE IS:

"HOW TO" USE THE "I" key.

1. THE "I" key is typed with your "K" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH. Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH with your "K" FINGER.

kkk kkk kik kik iii iii kik kik iii kik	RETURN
kik kik jik jik lik lik ki; ki; iii kik	RETURN
fil fil dil dil sis sis die die lie lie	RETURN TWICE
jill jill kill kill dill dill ill; ill;	RETURN
fill fill fell fell feel feel side side	RETURN
die; die; ail; ail; sail sail fail fail	RETURN TWICE



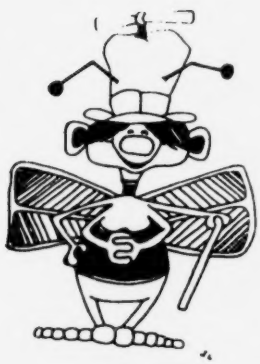
WEEK 2--DAY 1

LESSON TWO IS:

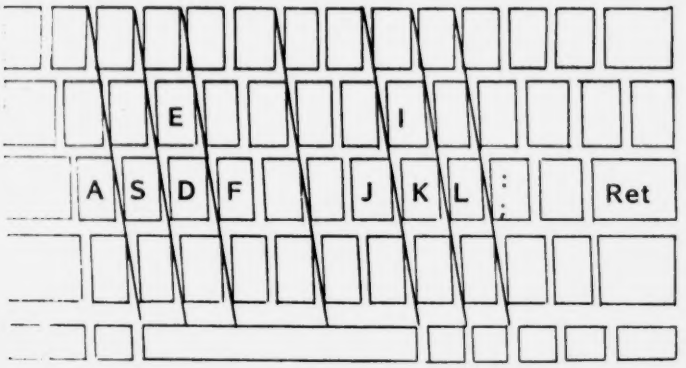
"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the Picture of your keyboard on this page AND NOT AT YOUR FINGERS.

sss kkk iii lll skill skill skill	RETURN
sss aaa iii ddd said said said said	RETURN
ddd iii eee died; died; died; died;	RETURN TWICE
aaa sss iii ddd eee aside aside aside	RETURN
iii ddd eee aaa idea idea idea idea	RETURN
iii ddd eee aaa lll ideal ideal ideal	RETURN TWICE

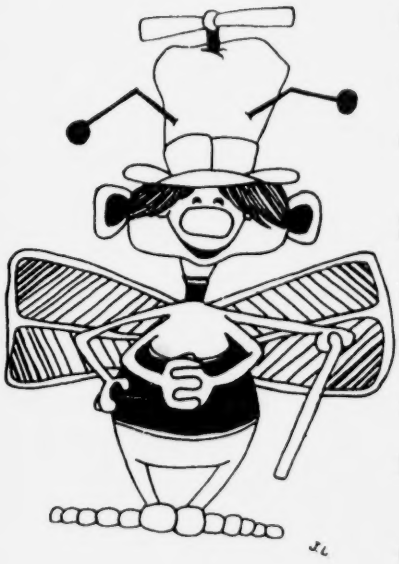


WEEK 2--DAY 1

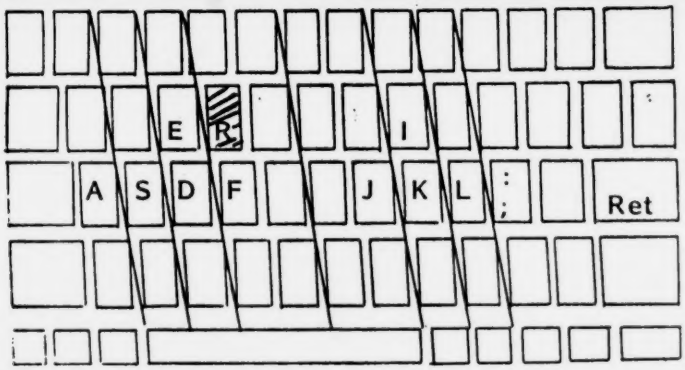


LESSON THREE IS:

"HOW TO" BUILD SENTENCES:



aaa aaa aaa	RETURN
lll lll lll	RETURN
aaa aaa aaa	RETURN
sss sss sss	RETURN
;;; ;;; ;;;	RETURN
alas; alas; alas;	RETURN TWICE
kkk kkk kkk	RETURN
iii iii iii	RETURN
kkk kkk kkk	RETURN
iii iii iii	RETURN
kiki kiki kiki	RETURN TWICE
ddd ddd ddd	RETURN
iii iii iii	RETURN
eee eee eee	RETURN
ddd ddd ddd	RETURN
died died died	RETURN TWICE
alas; a kiki died	RETURN
alas; a kiki died	RETURN TWICE



WEEK 2--DAY 2

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.

2. KEEP YOUR EYES ON YOUR COPY.

3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

4. Type the following WARMUP DRILL:

fff jjj ded kik ses lil aaa ;;;	RETURN
ask ask see see led led jed jed	RETURN
fill fill lad lad jill jill dell dell	RETURN TWICE

LESSON ONE IS:

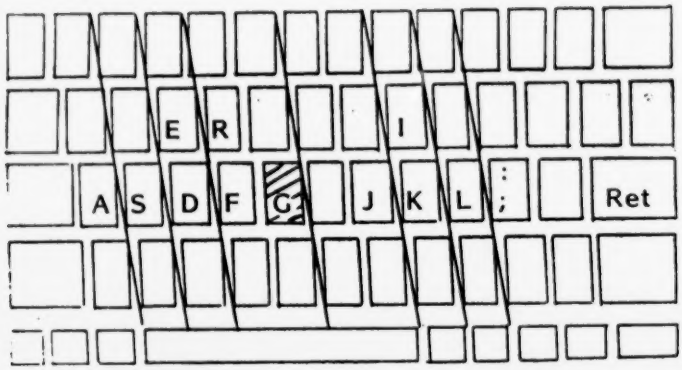
"HOW TO" USE THE "R" key.

1. THE "R" key is typed with your "F" FINGER.

2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH. Do this several times until you know where it is.

3. Keep your fingers on the HOME ROW and REACH with your "F" FINGER.

fff fff frf frf rrr rrr fff fff frf frf	RETURN
frf fir fir frf far far jrj jrj jar jar	RETURN
jrj jrj jer jer jerk jerk are are sir sir	RETURN
err err red red ear ear real real fir fir	RETURN TWICE

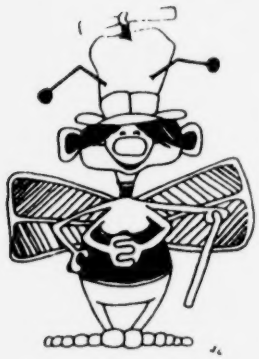


WEEK 2--DAY 2

LESSON TWO IS:

"HOW TO" USE THE "G" key.

1. THE "G" key is typed with your "F" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "F" FINGER.



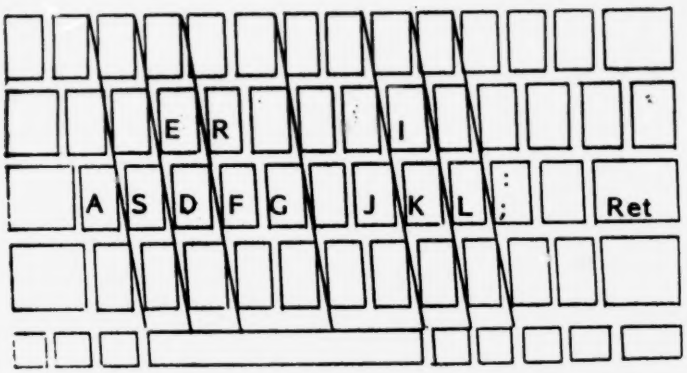
fff ggg fgf ggg gfg gfg fgf fgf fff ggg RETURN

fgf gag gag fgf lag lag fgf rag rag fgf RETURN

fgf sag sag fgf dig dig fgf leg leg fgf RETURN

jgj jig jig jgj jag jag jgj lag lag jgj RETURN TWICE

WEEK 2--DAY 2

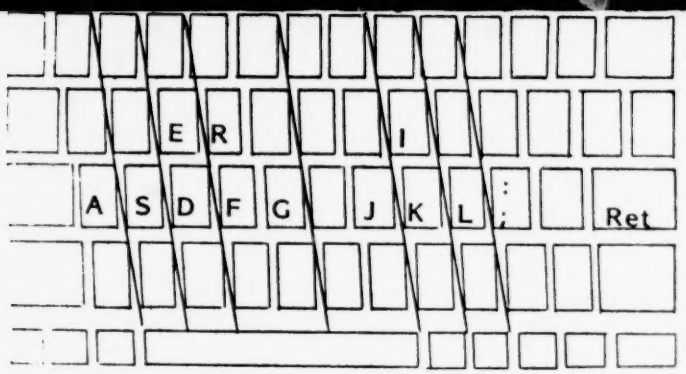


LESSON THREE IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the Picture of your keyboard on this page AND NOT AT YOUR FINGERS.

rrr eee aaa lll real real real	RETURN
rrr eee fff eee rrr refer refer refer	RETURN
ggg lll aaa sss glass glass glass	RETURN
ggg lll aaa ddd glad glad glad glad	RETURN TWICE
fff eee aaa rrr fear fear fear fear	RETURN
ggg eee aaa rrr gear gear gear gear	RETURN
sss aaa ggg aaa saga saga saga saga	RETURN
rrr eee aaa ddd read read read read	RETURN TWICE

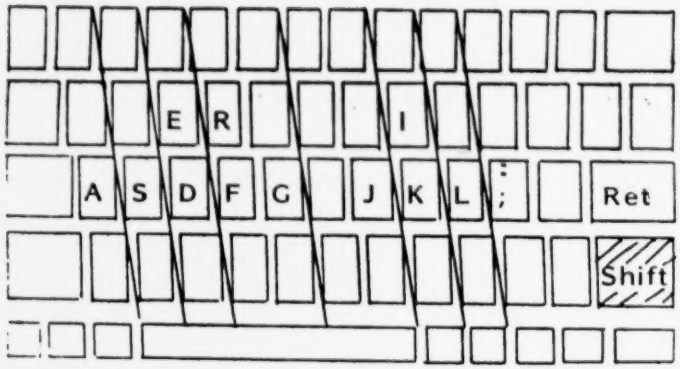


WEEK 2--DAY 2

LESSON FOUR IS:

"HOW TO" BUILD SENTENCES:

rrr rrr rrr	RETURN
eee eee eee	RETURN
aaa aaa aaa	RETURN
lll lll lll	RETURN
real real real	RETURN TWICE
eee eee eee	RETURN
ggg ggg ggg	RETURN
sss sss sss	RETURN
eggs eggs eggs	RETURN TWICE
aaa aaa aaa	RETURN
rrr rrr rrr	RETURN
eee eee eee	RETURN
are are are	RETURN TWICE
lll lll lll	RETURN
aaa aaa aaa	RETURN
rrr rrr rrr	RETURN
ggg ggg ggg	RETURN
eee eee eee	RETURN
large large large	RETURN TWICE
real eggs are large	RETURN
real eggs are large	RETURN TWICE



WEEK 2--DAY 3

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

fff frf fff fgf jjj jkj kkk kik ddd ded RETURN

lll lil kkk kik rrr frf frr fgf jjj jij RETURN

ggg gfg gal gal jjj jag jag fee feel feel RETURN

frf rag rag fgf gas gas fgf lag lag frf RETURN TWICE

LESSON ONE IS:

"HOW TO" USE THE RIGHT SHIFT key:

1. Use the RIGHT SHIFT key to capitalize letters typed with the left hand.
2. Use the "SEMI" FINGER. REACH to the SHIFT key keeping your "J" FINGER in place.
3. Use a 1 - 2 - 3 rhythm:

   1 - SHIFT DOWN

   2 - STRIKE THE LETTER "E" and RELEASE

   3 - SHIFT UP

4. NOW, capitalize the following words:

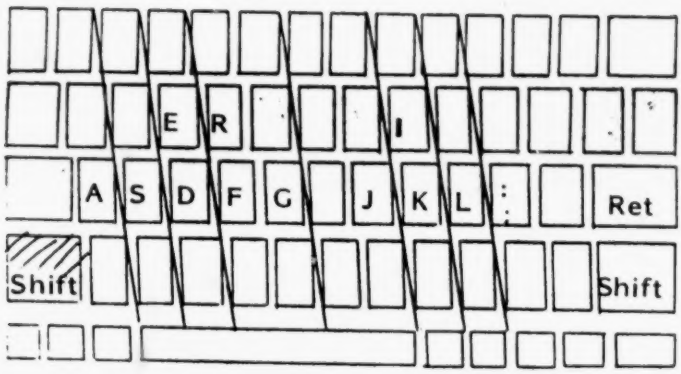
Eggs Eggs Ask Ask Dale Dale Sale Sale RETURN

Feel Feel Gale Gale Real Real All All RETURN

Dad Dad Ear Ear Rag Rag Gag Gag As; As; RETURN TWICE

WEEK 2--DAY 3

LESSON TWO IS:



"HOW TO" USE THE LEFT SHIFT key:

1. Use the LEFT SHIFT key to capitalize letters typed with the right hand.

2. Use the "A" FINGER. REACH to the SHIFT key keeping your "F" FINGER in place.

3. Use a 1 - 2 - 3 rhythm:

   1 - SHIFT DOWN

   2 - STRIKE THE LETTER "K" and RELEASE

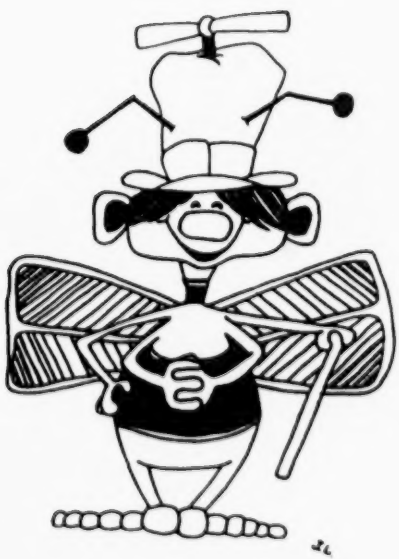
   3 - SHIFT UP

4. NOW, capitalize the following words:

   Kal Kal Lad Lad Kid Kid Jeff Jeff RETURN

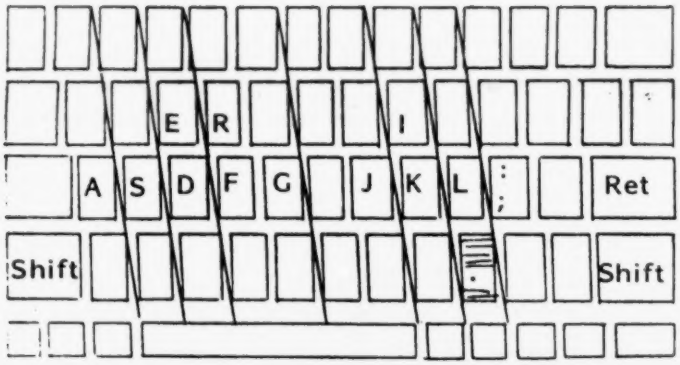
   Ida Ida Lass Lass Kiki Kiki Kaka Kaka RETURN

   Lee Lee Is Is Jar Jar Lie Lie Keg Keg RETURN TWICE



WEEK 2--DAY 3

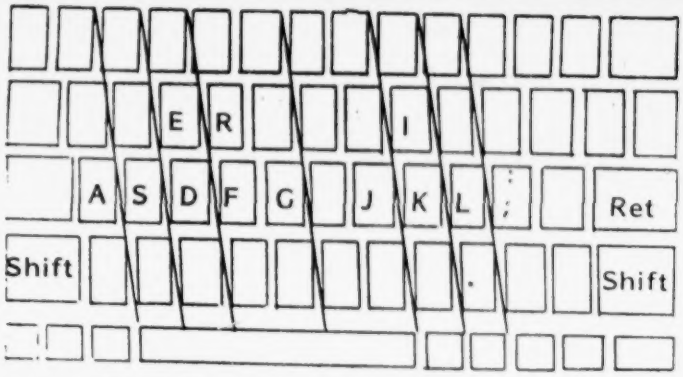
LESSON THREE IS:



"HOW TO" USE THE "." (PERIOD) key:

1. The "." (PERIOD) key is typed with your "L" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "L" FINGER.

```
lll lll ... ... l.l l.l ... lll l.l l.l     RETURN

l.l sr. sr. l.l l.l dr. dr. lll ... l.l     RETURN

l.l Sr. Sr. l.l l.l Dr. Dr. lll ... l.l     RETURN TWICE
```



WEEK 2--DAY 4

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

aaa ;;; sss lll ... lll iii kkk kik l.l RETURN

ddd ded jjj fff frf Dr. Dr. Sr. Sr. l.l RETURN

l.l Lee Lee l.l Jed Jed see see lie lie RETURN TWICE

LESSON ONE IS:

"HOW TO" "BEE" VERY GOOD AT WHAT YOU HAVE LEARNED SO FAR:

1. Type the following drill using ALL the keys you have learned.

a s as as a d d add add a s k ask ask ask RETURN

f a d fad fad j e d jed jed l a d lad lad RETURN

d a d dad dad s a d sad sad l e d led led RETURN TWICE

k i d kid kid l i d lid lid d i d did did RETURN

d i e die die s i l l sill sill a d ad ad RETURN

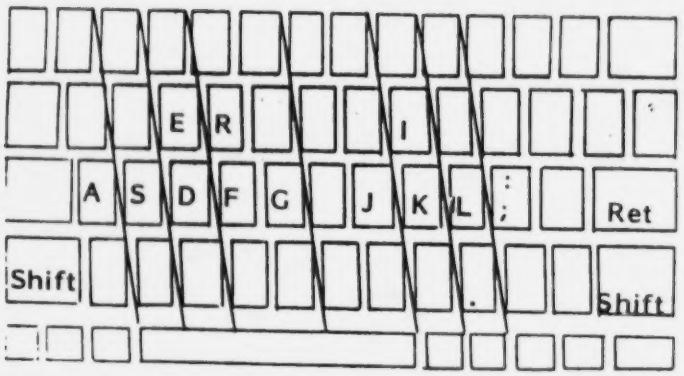
r a g rag rag l a g lag lag g a s gas gas RETURN TWICE

l e g leg leg k e g keg keg j i g jig jig RETURN

g a l ; gal; gal; g a g ; gag; gag; la; la; RETURN

r e d red red a r e are are f a r far far RETURN TWICE

WEEK 2--DAY 4



LESSON TWO IS:

"HOW TO" BEGIN TYPING SHORT, WHOLE WORDS:

1. Type the following drill "THINKING THE WHOLE WORD":

as as as add add add ask ask ask RETURN

fad fad fad jed jed jed lad lad lad RETURN

dad dad dad sad sad sad led led led RETURN TWICE

kid kid kid lid lid lid did did did RETURN

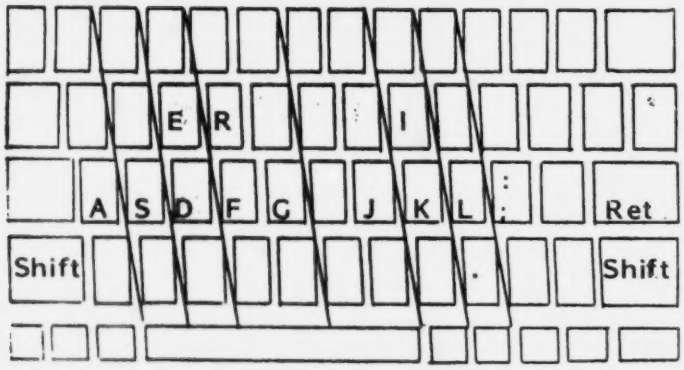
die die die sill sill sill ad ad ad RETURN

rag rag rag lag lag lag gas gas gas RETURN TWICE

leg leg leg keg keg keg jig jig jig RETURN

gal; gal; gal; gag; gag; gag; la; la; RETURN

red red red are are are far far far RETURN TWICE



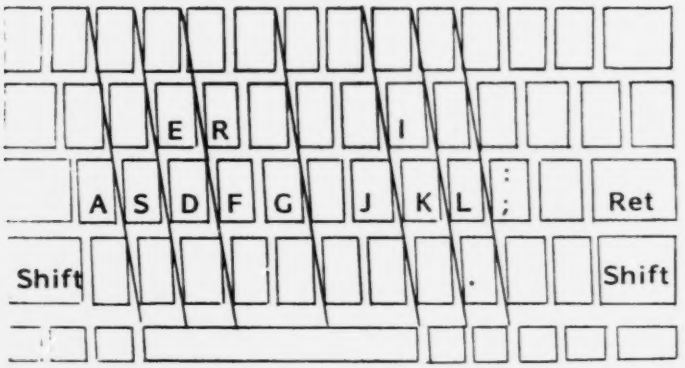
WEEK 2--DAY 4

LESSON THREE IS:

"HOW TO" BEGIN TYPING SHORT, WHOLE SENTENCES:

1. Type the following drill "THINKING WHOLE WORDS" as you type the sentence:

A dad is glad.	RETURN
Jeff is a sad lad.	RETURN
Add a red jar.	RETURN TWICE
Dr. Field is ill.	RETURN
Ask a glad gal.	RETURN
Read a sad gag.	RETURN TWICE
Jed asked a glad lad.	RETURN
Jeff Jr. is a large kid.	RETURN
I did see a red leaf.	RETURN
Eggs feel like real glass.	RETURN TWICE

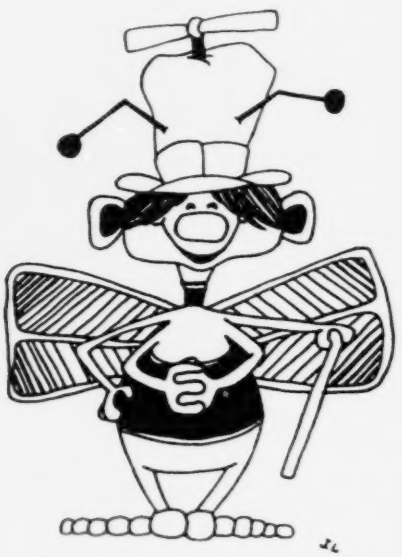


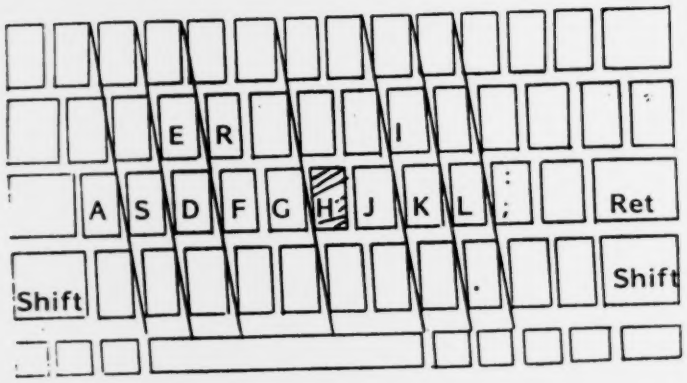
WEEK 2--DAY 5

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

frf frf jjj jjj ded ded kkk kik kik	RETURN
ses ses lil lil sas sas l.l l.l as as	RETURN TWICE
sag sag rag rag lag lag jag jag	RETURN
red red fed fed led led jed jed	RETURN
dad dad sad sad lad lad gad gad	RETURN TWICE





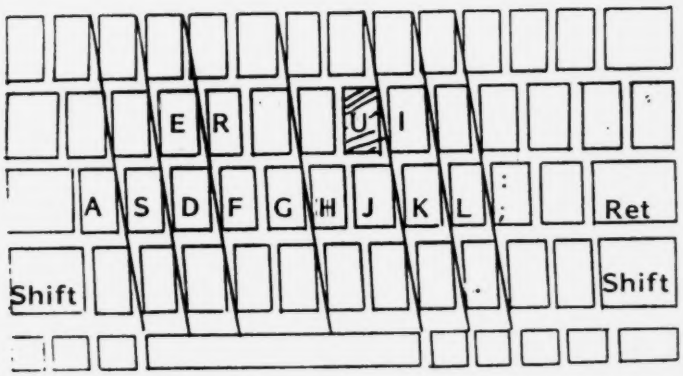
WEEK 2--DAY 5

LESSON ONE IS:

"HOW TO" USE THE "H" KEY:

1. The "H" key is typed with your "J" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "J" FINGER.

jjj hhh jhj jhj jjj hhh jhj jhj j h	RETURN
jhj has has jhj had had jhj hag hag	RETURN
jhj his his jhj ash ash jhj she she	RETURN
he he; hall hall; half half; ha ha;	RETURN TWICE



WEEK 2--DAY 5

LESSON TWO IS:

"HOW TO USE THE "U" KEY:

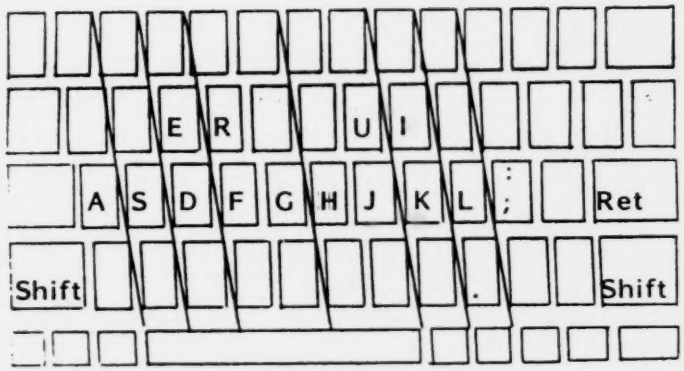
1. THE "U" key is typed with your "J" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH. Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH with your "J" FINGER.

jjj juj jjj juj uuu juj jjj juj u j	RETURN
juj jug jug juj dug dug juj rug rug	RETURN
juj lug lug juj us us juj fuss fuss	RETURN
dull dull full full gull gull due due	RETURN TWICE

YOU HAVE NOW LEARNED ONE-HALF OF ALL THE LETTERS ON YOUR KEYBOARD!

CONGRATULATIONS!!

WEEK 2--DAY 5

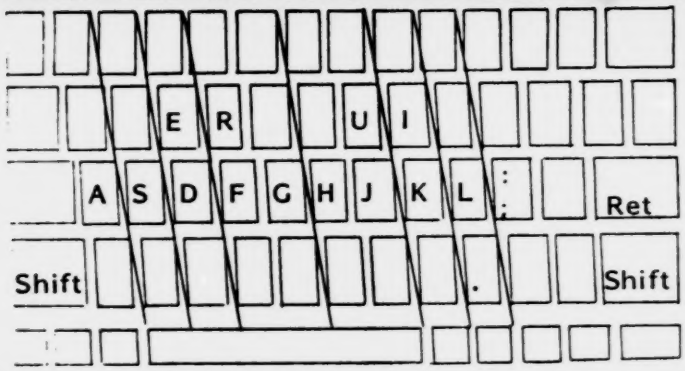


LESSON THREE IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

s h e d shed shed s h a d e shade shade	RETURN
he he h e r e here here h e l d held held	RETURN
g u e s s guess guess h u g e huge huge	RETURN
u s e ; use; use; f u s e ; fuse; fuse;	RETURN TWICE
d a s h dash dash l a s h lash lash	RETURN
f i s h fish fish d i s h dish dish	RETURN
a s h ash ash s a s h sash sash	RETURN
r u l e rule rule d u e l duel duel	RETURN TWICE

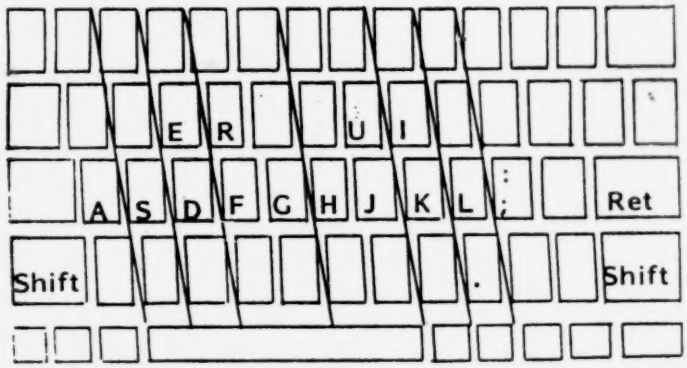


WEEK 2--DAY 5

LESSON FOUR IS:

"HOW TO" BUILD SENTENCES:

Here Here Here	RETURN
is is is is	RETURN
a a a	RETURN
fish fish fish	RETURN
dish dish dish	RETURN
Here is a fish dish.	RETURN TWICE
She She She	RETURN
used used used	RETURN
his his his	RETURN
fuse fuse fuse	RETURN
She used his fuse.	RETURN
Guess Guess Guess	RETURN
her her her	RETURN
age age age	RETURN
Guess her age.	RETURN TWICE
He He He	RETURN
held held held	RETURN
a a a	RETURN
fur fur fur	RETURN
sash sash sash	RETURN
He held a fur sash.	RETURN TWICE

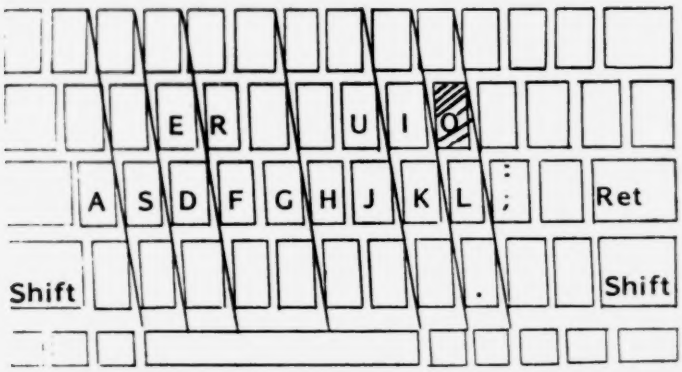


WEEK 3--DAY 1

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

frf juj frf juj ded kik ded kik	RETURN
ses lil ses lil as; as; l.l l.l	RETURN
fgf jhj fgf jhj jug jug hug hug	RETURN TWICE
gad gad lad lad sad sad had had	RETURN
lug; lug; dug; dug; rug; rug;	RETURN
gall gall hall hall fall fall	RETURN TWICE



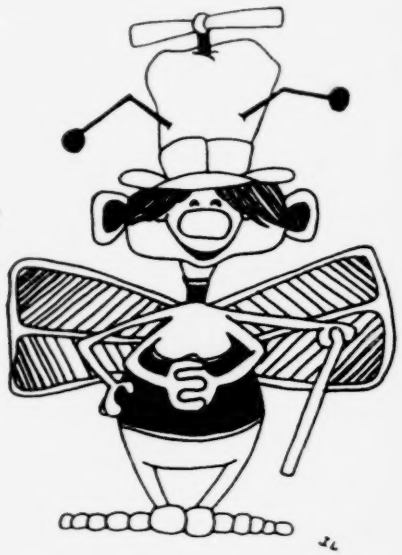
WEEK 3--DAY 1

LESSON ONE IS:

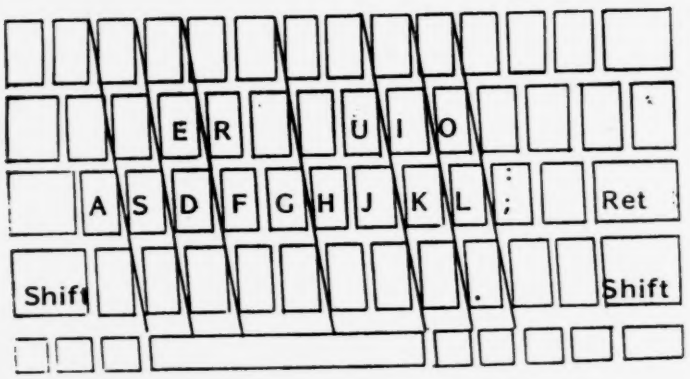
"HOW TO" USE THE "O" KEY:

1. THE "O" key is typed with your "L" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "L" FINGER.

lll lol lll lol lll ooo lol lol	RETURN
lol so so lol old old lol sold sold	RETURN
lol do do lol doll doll lol go go	RETURN
doe doe hoe hoe foe foe ago ago	RETURN TWICE



WEEK 3--DAY 1



LESSON TWO IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

o d d odd odd r o d rod rod s o d sod sod RETURN

r o l e role role ho ho h o l e hole hole RETURN

h o e hoe hoe h o s e hose hose go go goes RETURN

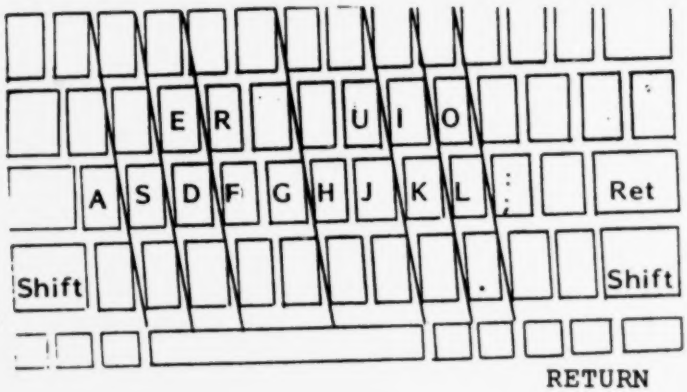
l o o k ; look; look; h o o k ; hook; hook; RETURN TWICE

o i l . oil. oil. s o i l . soil. soil. RETURN

l o a d ; load; load; r o a d ; road; road; RETURN

o u r s ours ours h o u r s hours hours RETURN

o u r our our s e l f self self ourself RETURN TWICE

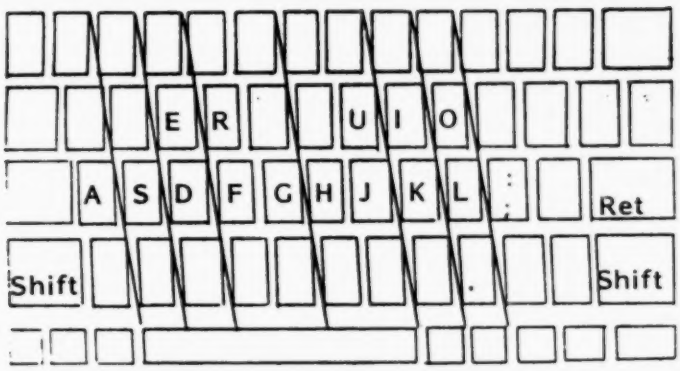


WEEK 3--DAY 1

LESSON THREE IS:

"HOW TO" BUILD SENTENCES:

Our Our Our	RETURN
house house house	RETURN
looks looks looks	RETURN
good good good	RETURN
Our house looks good.	RETURN TWICE
He He He	RETURN
sold sold sold	RETURN
our our our	RETURN
radio radio radio	RETURN
He sold our radio.	RETURN TWICE
She She She	RETURN
hooks hooks hooks	RETURN
rugs rugs rugs	RETURN
She hooks rugs.	RETURN TWICE
Joe Joe Joe	RETURN
fell fell fell	RETURN
off off off	RETURN
a a a	RETURN
log log log	RETURN
Joe fell off a log.	RETURN TWICE

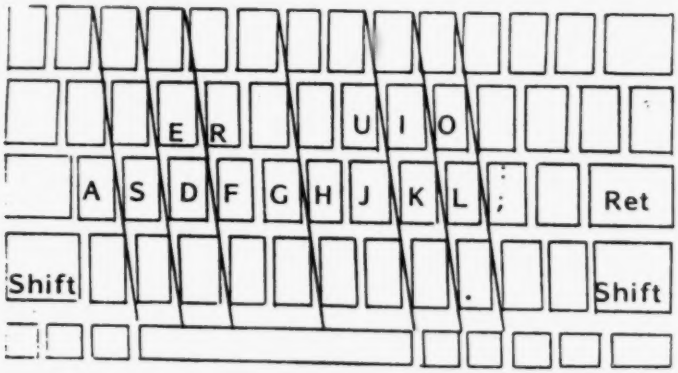


WEEK 3--DAY 2

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

frf fgf frf fgf juj jhj juj jhj	RETURN
ded kik sas l;l ses l.l lol lol	RETURN
lol odd odd lol oak oak lol log	RETURN TWICE
ho ho go go so so doe doe	RETURN
or or for for four four	RETURN
our our ours ours ours	RETURN TWICE



WEEK 3--DAY 2

LESSON ONE IS:

"HOW TO" BUILD MORE WORDS and SENTENCES:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

h o ho hors horse horse horse	RETURN
h a has has a a g o go goo good good	RETURN
h o ho hou hous house. house. house.	RETURN
A horse has a good house.	RETURN TWICE
O Ou Our Our Our Our Our	RETURN
f fo fol folks folks folks	RETURN
l lo loo look look look	RETURN
l li lik like like like	RETURN
u us us. us. us. us. us.	RETURN
Our folks look like us.	RETURN TWICE

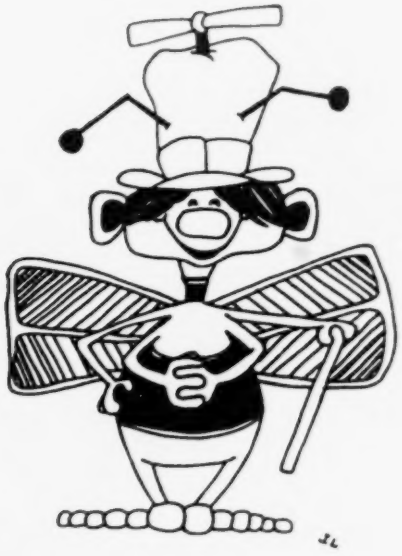
WEEK 3--DAY 2

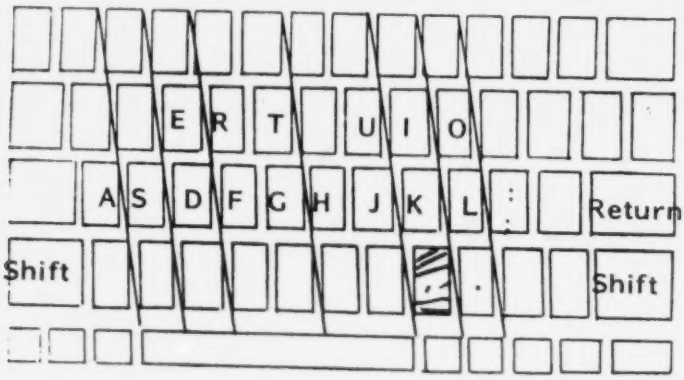
LESSON TWO IS:

"HOW TO" USE THE "T" KEY:

1. THE "T" key is typed with your "F" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "F" FINGER.

fff ftf fff ftf fff ttt ftf ftf	RETURN
ftf to to ftf toe toe ftf the the	RETURN
ftf toot toot ftf loot loot ftf ftf	RETURN
tea tea teak teak tot tot dot dot	RETURN TWICE





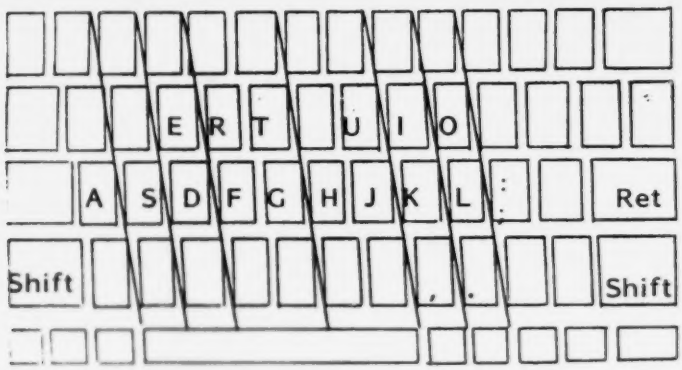
WEEK 3--DAY 2

LESSON THREE IS:

"HOW TO" USE THE "," (COMMA) KEY:

1. THE "," (COMMA) key is typed with your "K" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "K" FINGER.

kkk k,k ,,, k,k kkk ,,, k,k k,k	RETURN
k,k is, is, k,k his, his, k,k so, so,	RETURN
kiki, kiki, kaka, kaka, alas, alas,	RETURN
to her, to her, to it, to it, to hit,	RETURN TWICE



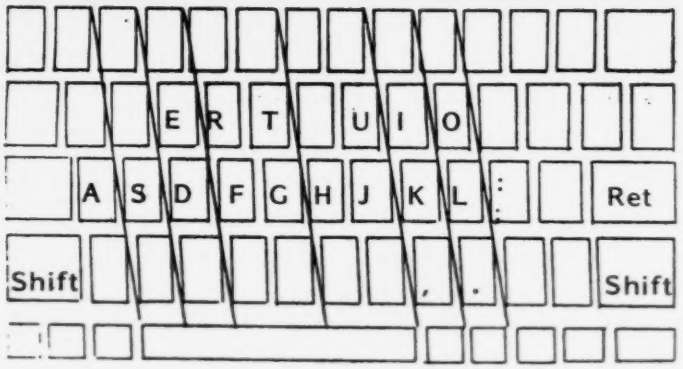
WEEK 3--DAY 2

LESSON FOUR IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

t e a l teal teal s t e a l steal steal	RETURN
s o f t soft soft l o f t loft loft	RETURN
t h o s e those those s t i r stir stir	RETURN
s e t set set r e s e t reset reset	RETURN TWICE
h e l l o hello hello f o r for for	RETURN
d i s k disk disk t o o l tool tool	RETURN
t i r e tire tire f i r e fire fire	RETURN TWICE

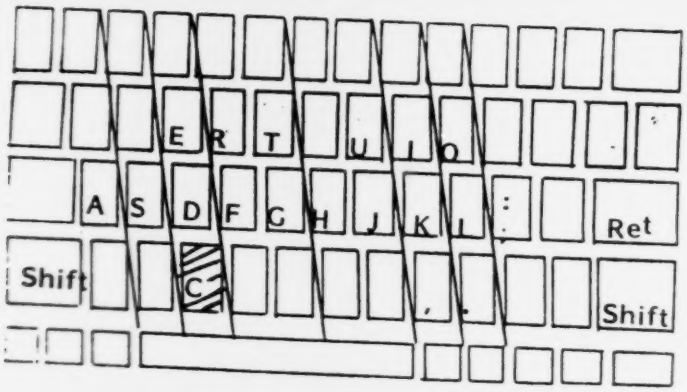


WEEK 3--DAY 3

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

as; as; fgf fgf jhj jhj frf frf juj juj	RETURN
ded ded kik kik ses ses lil lil l.l l.l	RETURN
ftf ftf lol lol sat sat loss loss to to	RETURN
hug hug tug tug rug rug log log dog dog	RETURN TWICE



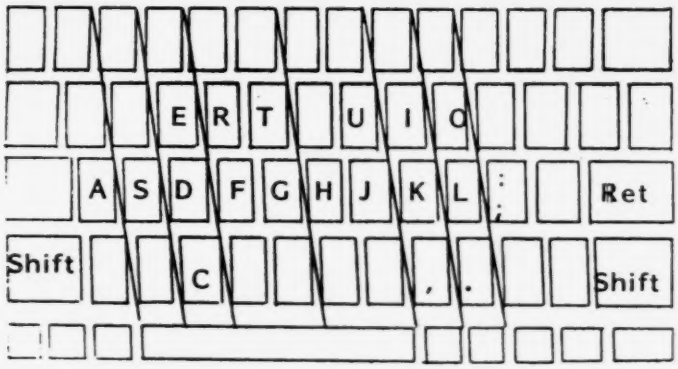
WEEK 3--DAY 3

LESSON ONE IS:

"HOW TO" USE THE "C" KEY:

1. THE "C" key is typed with your "D" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "D" FINGER.

ddd dcd ccc dcd ddd dcd ccc dcd	RETURN
dcd cog cog dcd cot cot dcd toc toc	RETURN
dcd ice ice dcd rice rice dcd dice dice	RETURN
case case ace ace race race lace lace	RETURN TWICE



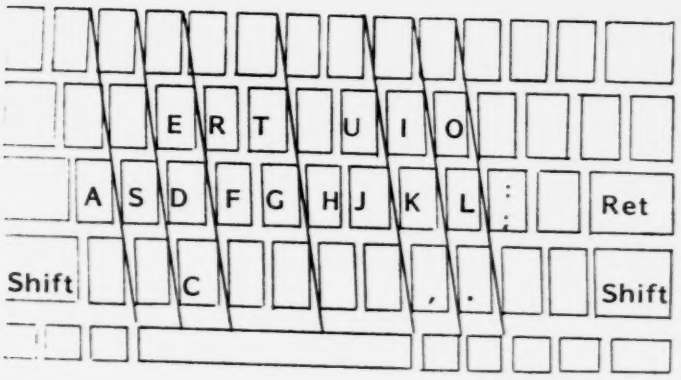
WEEK 3--DAY 3

LESSON TWO IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

a c t act act a c t e d acted acted	RETURN
s c o ld scold scold s c a l d scald scald	RETURN
c h i l d child child c a r t cart cart	RETURN
k i c k kick kick l i c k lick lick	RETURN TWICE
l o g log log l o g o logo logo logo	RETURN
r e a d read read read i f ; if; if;	RETURN
c o d e code code c o l o r color color	RETURN TWICE



WEEK 3--DAY 3

LESSON THREE IS:

"HOW TO" BUILD SENTENCES:

His His His	RETURN
sister sister sister	RETURN
likes likes likes	RETURN
to do to do to do	RETURN
logo. logo. logo.	RETURN
His sister likes to do logo.	RETURN TWICE
The The The	RETURN
color color color	RETURN
of the of the of the	RETURN
cart cart cart	RETURN
is red. is red. is red.	RETURN
The color of the cart is red.	RETURN TWICE
Foot Foot Foot	RETURN
races races races	RETURN
are fun. are fun. are fun.	RETURN
Foot races are fun.	RETURN TWICE

WEEK 3--DAY 4

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

a; sl dk fj gh fj dk sl a;	RETURN
frf juj ded kik sas lil lol	RETURN
fgf jhj dcd k,k 1.1 col col	RETURN TWICE
cola cola true true cool cool	RETURN
to call. to call. to call. to call.	RETURN
it is hot. it is hot. it is hot.	RETURN TWICE

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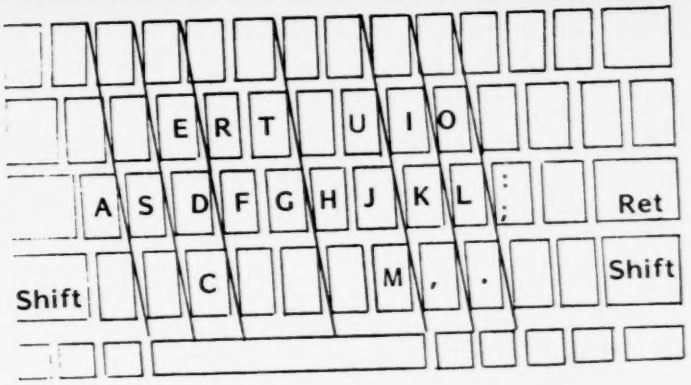
WEEK 3--DAY 4

LESSON ONE IS:

"HOW TO" USE THE "M" KEY:

1. THE "M" key is typed with your "J" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "J" FINGER.

jjj jmj mmm jmj jjj jmj mmm jmj	RETURN
jmj jim jim jmj jam jam jmj jmj	RETURN
jmj dam dam jmj sam sam jmj me me	RETURN
him him them them come come am am	RETURN TWICE



WEEK 3--DAY 4

LESSON TWO IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

m i c r o micro micro m i c e mice mice RETURN

l o g i c logic logic m a r k mark mark RETURN

m a k e make make m i l e , mile, mile, RETURN

m u l t i multi multi t a m e tame tame RETURN TWICE

a r m arm arm a l a r m alarm alarm RETURN

l i m e lime lime t i m e time time RETURN

t h e m them them t h e m e theme theme RETURN

r e m o t e remote remote h a m ham ham RETURN TWICE

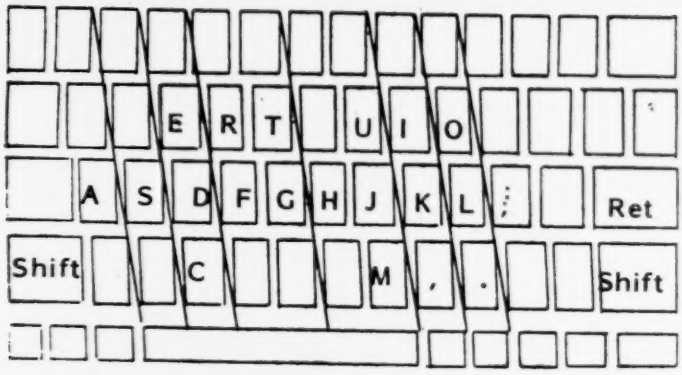
WEEK 3--DAY 4

LESSON THREE IS:

"HOW TO" BUILD SENTENCES:

The The The	RETURN
storm storm storm	RETURN
came. came. came.	RETURN
The storm came.	RETURN TWICE
Camels Camels Camels	RETURN
are afraid are afraid are afraid	RETURN
of mice. of mice. of mice.	RETURN
Camels are afraid of mice.	RETURN TWICE
Meat Meat Meat	RETURN
makes makes makes	RETURN
a good a good a good	RETURN
meal. meal. meal.	RETURN
Meat makes a good meal.	RETURN TWICE

WEEK 3--DAY 5

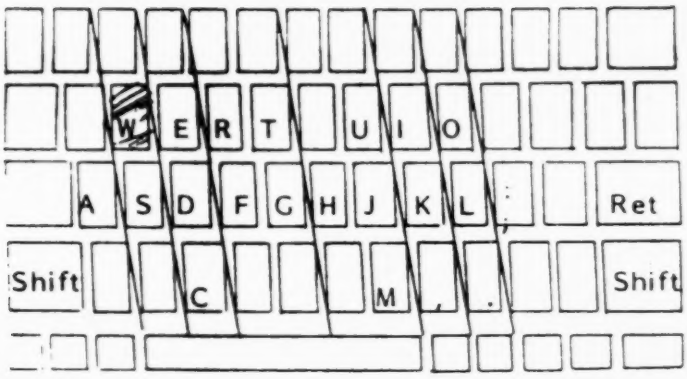


"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

frf fgf juj jhj ded kik ses lol sas l;l	RETURN
ded dcd kik k,k ftf jmj juj jmj l.l jmj	RETURN
jmj jam jam dcd cad cad jmj am am jmj dcd	RETURN TWICE
some some come come hum hum chum chum	RETURN
go home. go home. to him. to him.	RETURN
a cake; a cake; the dam; the dam;	RETURN TWICE

WEEK 3--DAY 5



LESSON ONE IS:

"HOW TO" USE THE "W" KEY:

1. THE "W" key is typed with your "S" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "S" FINGER.

sss sws www sws sss sws www sws sws	RETURN
sws wad wad sws who who sws well well	RETURN
sws lol low low sws lol slow slow sws	RETURN
lol sws swell swell lol sws whole whole	RETURN
wall wall wife wife how how was was	RETURN TWICE

WEEK 3--DAY 5

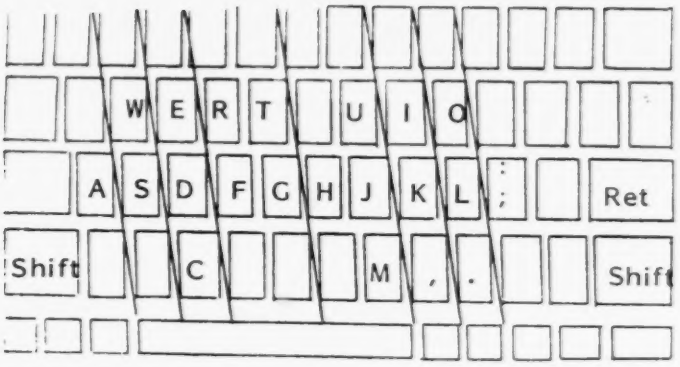
LESSON TWO IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

s o w sow sow s e w sew sew m o w mow mow	RETURN
h o w l howl howl t o w e l towel towel	RETURN
w a i t wait wait w e i g h t weight weight	RETURN
s h o w s shows shows g l o w s glows glows	RETURN TWICE
w h i l e while while w o r d word word	RETURN
s t r a w straw straw d r a w draw draw	RETURN
w h i t e white white w r i t e write write	RETURN
h a r d hard hard w a r e ware ware hardware	RETURN TWICE

WEEK 3--DAY 5

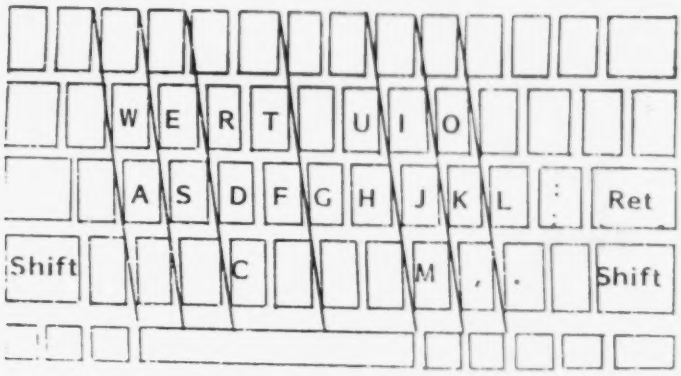


LESSON THREE IS:

"HOW TO" BUILD SENTENCES:

We went We went We went	RETURN
to work, to work, to work,	RETURN
also. also. also.	RETURN
We went to work, also.	RETURN TWICE
The The The	RETURN
howl howl howl	RETURN
of the dog of the dog of the dog	RETURN
was wierd. was wierd. was wierd.	RETURN
The howl of the dog was wierd.	RETURN TWICE
Jim, Jim, Jim,	RETURN
the work the work the work	RETURN
was was was	RETURN
too hard. too hard. too hard.	RETURN
Jim, the work was too hard.	RETURN TWICE
White White White	RETURN
owls owls owls	RETURN
are wise. are wise. are wise.	RETURN
White owls are wise.	RETURN TWICE

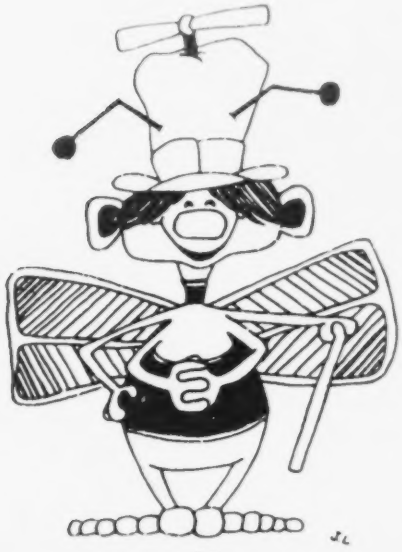
WEEK 4--DAY 1

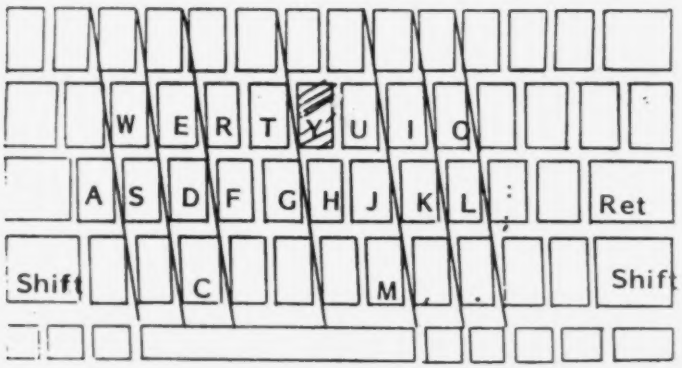


"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

frf ftf fgf jhj juj ded kik dcd k,k	RETURN
sws lol sws l.l as; jmj am jam ram	RETURN
fat mat far car jug dug cut rut	RETURN
keep still. hug me. cool it. we were.	RETURN TWICE





WEEK 4--DAY 1

LESSON ONE IS:

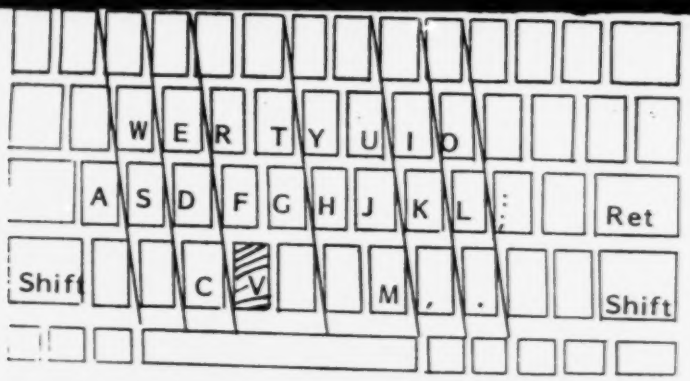
"HOW TO" USE THE "Y" KEY:

1. THE "Y" key is typed with your "J" FINGER.

2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.

3. Keep your fingers on the HOME ROW and REACH
   with your "J" FINGER.

jjj jyj yyy jyj jjj jyj yyy jyj jyj	RETURN
jyj yes yes ftf yet yet jyj yell yell	RETURN
ftf toy toy jyj joy joy ftf fly fly	RETURN
ftf jyj they they ftf jyj coy coy	RETURN
say say day day ray ray clay clay	RETURN TWICE



WEEK 4--DAY 1

LESSON TWO IS:

"HOW TO" USE THE "V" KEY:

1. THE "V" key is typed with your "F" FINGER.

2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.

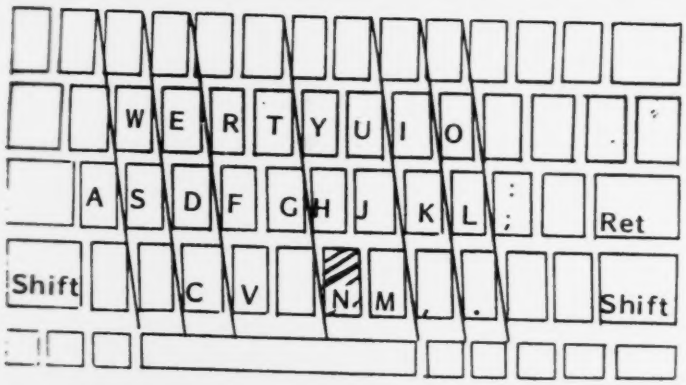
3. Keep your fingers on the HOME ROW and REACH
   with your "F" FINGER.

fff fvf vvv fvf fff fvf vvv fvf fvf RETURN

fvf ftf flat flat fvf ftf save save RETURN

fvf ftf vast vast fvf ftf love love RETURN

leave leave valley valley via via RETURN TWICE



WEEK 4--DAY 1

LESSON THREE IS:

"HOW TO" USE THE "N" KEY:

1. THE "N" key is typed with your "J" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "J" FINGER.

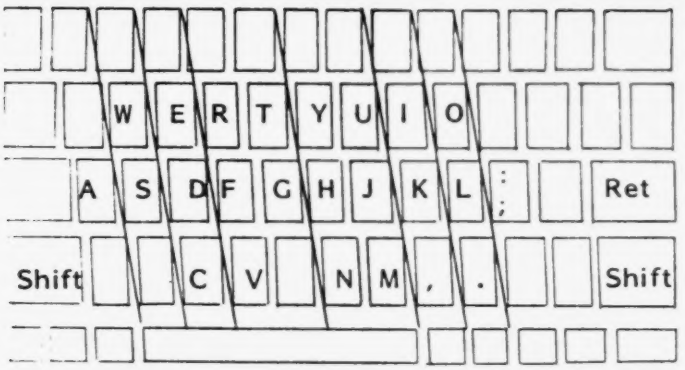
jjj jnj nnn jnj jjj jnj nnn jnj jnj RETURN

jnj jyj jan jan jnj jyj yen yen jnj RETURN

jnj jyj non non jnj jyj yon yon jnj RETURN

many many sing sing none none no no RETURN TWICE

WEEK 4--DAY 1



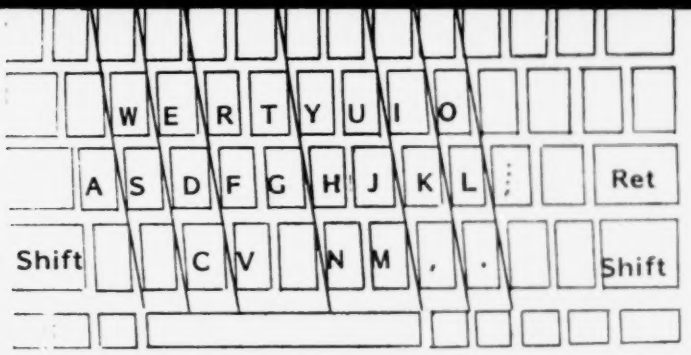
LESSON FOUR IS:

"HOW TO" BUILD WORDS:

1. PUT YOUR FINGERS ON THE HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

c l e v e r clever clever c o i n coin coin	RETURN
r e a l l y really really t a n tan tan	RETURN
t r u l y truly truly a n n o y annoy annoy	RETURN
f a n c y fancy fancy n a n c y nancy nancy	RETURN TWICE
v e r y very very s o r r y sorry sorry	RETURN
g o t o ; goto; goto; l i s t list list	RETURN
d a t a data data to to l i s t list list	RETURN
data to list; data to list; data to list	RETURN TWICE

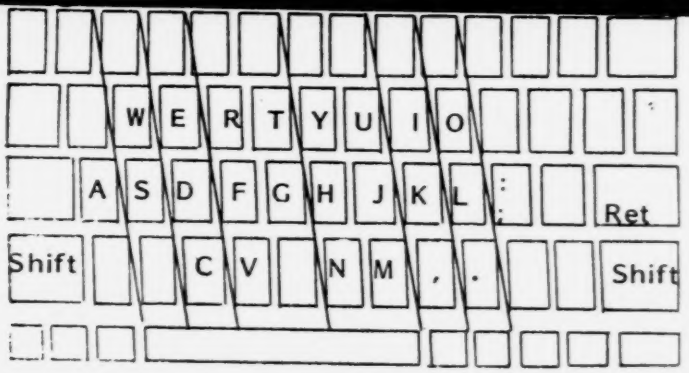
WEEK 4--DAY 1



"HOW TO" LESSON FIVE IS:

"HOW TO" BUILD SENTENCES:

The The The	RETURN
yellow yellow yellow	RETURN
river river river	RETURN
is not is not is not	RETURN
very high. very high. very high.	RETURN
The yellow river is not very high.	RETURN TWICE
Many Many Many	RETURN
wives wives wives	RETURN
may may may	RETURN
join us. join us. join us.	RETURN
Many wives may join us.	RETURN TWICE
Love Love Love	RETURN
is not is not is not	RETURN
fancy. fancy. fancy.	RETURN
Love is not fancy.	RETURN TWICE

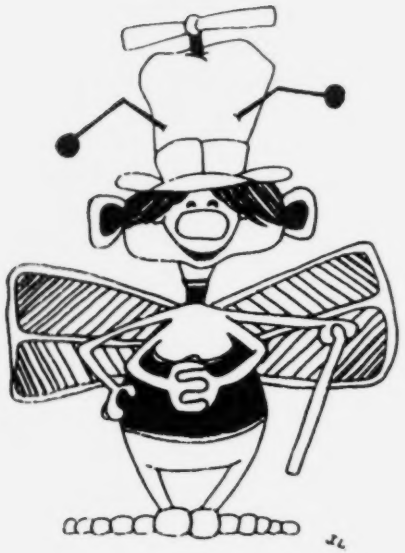


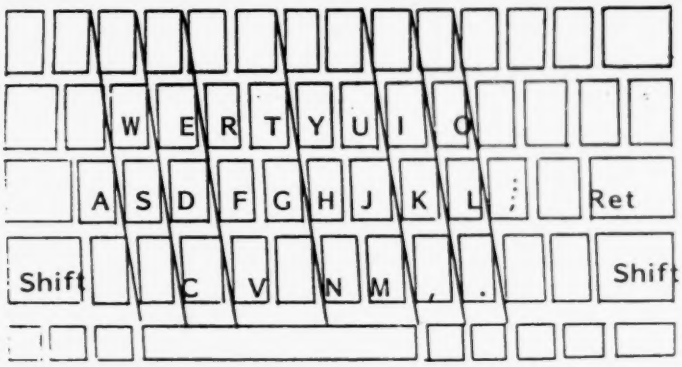
WEEK 4--DAY 2

"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

a;sldkfjgh ghfjdksla; a;sldkfjgh ghfjdksla;	RETURN
frvf frvf free free frvf frvf vase vase	RETURN
junj junj junk junk junj junj klunk klunk	RETURN
juyj juyj joy joy juyj juyj toy toy coy coy	RETURN TWICE





WEEK 4--DAY 2

LESSON ONE IS:

"HOW TO" BUILD WORDS USING ALL THE LETTERS YOU KNOW:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

d a d dad dad l a d lad lad m a d mad mad RETURN

s e t set set v e t vet vet y e t yet yet RETURN

k i d kid kid l i d lid lid d i d did did RETURN TWICE

r a g rag rag t a g tag tag g a g gag gag RETURN

j i g jig jig h a g hag hag s h e she she RETURN

o u r our our o a k oak oak o f f off off RETURN TWICE

s o f t soft soft t o o l tool tool RETURN

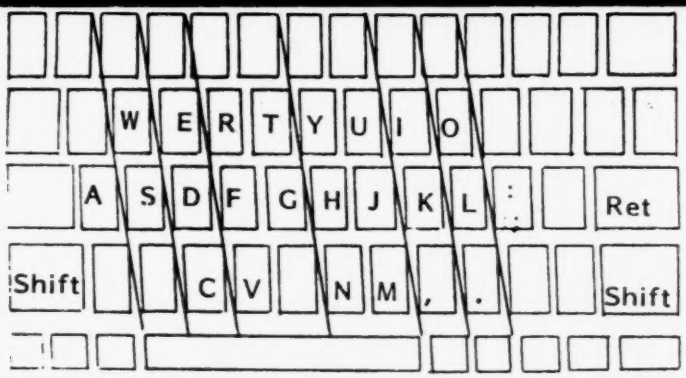
h o u s e house house o d d odd odd RETURN

c a r t cart cart f a c e face face RETURN TWICE

d a m dam dam t a m tam tam v a n van van RETURN

w o e woe woe t o e toe toe s o w sow sow RETURN

t a n tan tan n o w now now d a y day day RETURN TWICE



WEEK 4--DAY 2

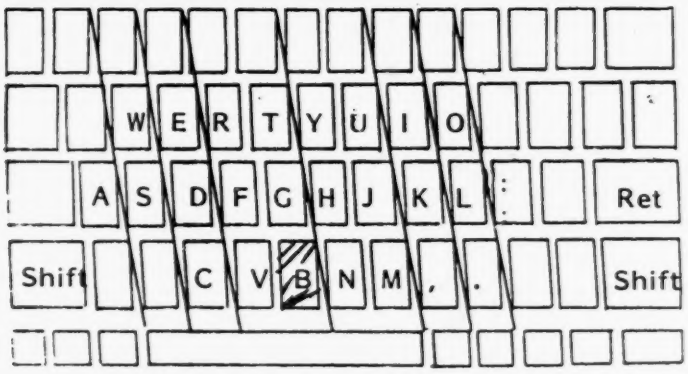
LESSON TWO IS:

"HOW TO" TYPE COMPLETE SENTENCES USING ALL THE LETTERS YOU KNOW:

Mary really enjoys typing.	RETURN
Sue is a very good student.	RETURN
Wes could make the team, too.	RETURN TWICE
Friends are nice to have.	RETURN
Lucy owns a yellow wagon.	RETURN
Merry Christmas everyone.	RETURN TWICE
Jan, Amy, and Vera are sisters.	RETURN
He ran into me, and I fell down.	RETURN
Ouch; that fall hurt my arm.	RETURN TWICE

WEEK 4--DAY 2

LESSON THREE IS:



"HOW TO" USE THE "B" KEY:

1. THE "B" key is typed with your "F" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "F" FINGER.

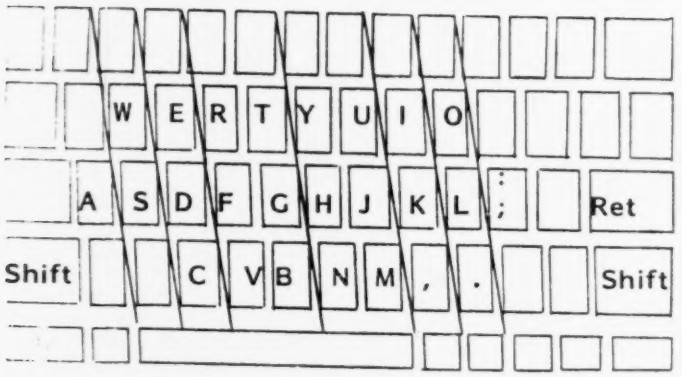
fff fbf bbb fbf fff fbf bbb fbf fbf RETURN

fbf bet bet fbf bit bit fbf bay bay RETURN

fbf job job fbf boy boy fbf ban ban RETURN

bid bid bath bath boat boat big big RETURN TWICE

WEEK 4--DAY 2



LESSON FOUR IS:

"HOW TO" BUILD WORDS:

1. PUT YOUR FINGERS ON THE HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

b a t h bath bath b e a d bead bead RETURN

b l o w blow blow b e a t beat beat RETURN

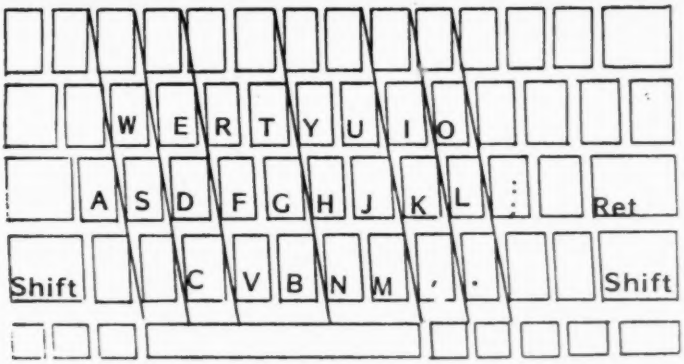
b a r k bark bark b o a t boat boat RETURN TWICE

b e r r y berry berry b o w bow bow RETURN

b l o o d blood blood r i b rib rib RETURN

b a d l y badly badly r o b rob rob RETURN

c o b o l cobol cobol b a s i c basic basic RETURN TWICE



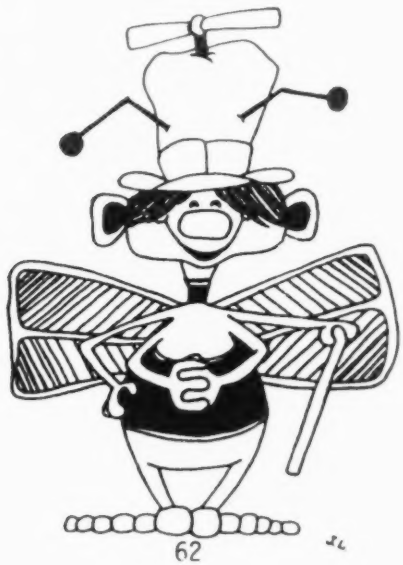
WEEK 4--DAY 2

LESSON FIVE IS:

"HOW TO" USE HOMONYMS:

Type the following drill of homonymns:

to to; two two; too too	RETURN
for for; fore fore; four four	RETURN
sale sale; sail sail	RETURN TWICE
wear wear; where where	RETURN
male male; mail mail	RETURN
there there; their their	RETURN TWICE



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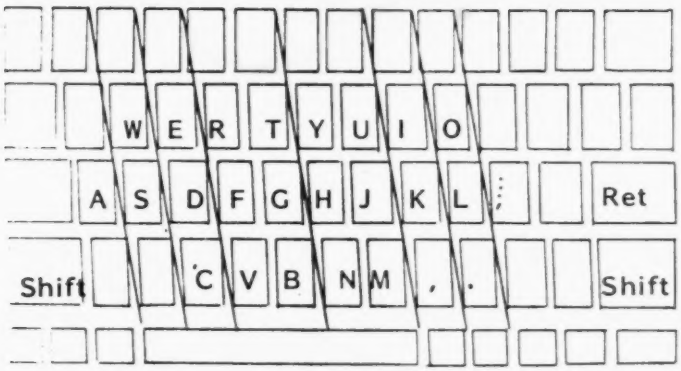
WEEK 4--DAY 3



"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

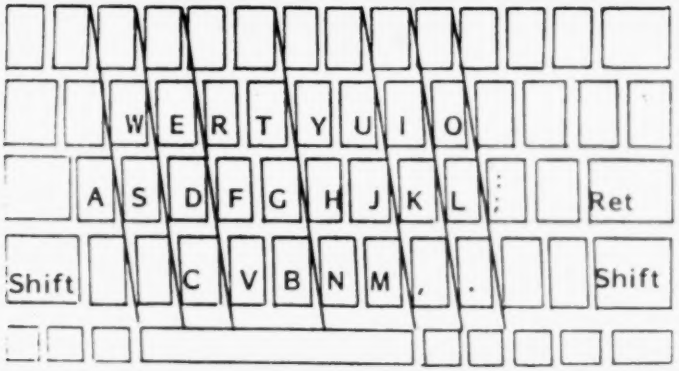
dece dead care case jumj jam jam him him RETURN

fbrf cab cab fbrf tab tab fbrf boil boil RETURN

gab gab bags bags lab lab dab dab nab nab RETURN TWICE

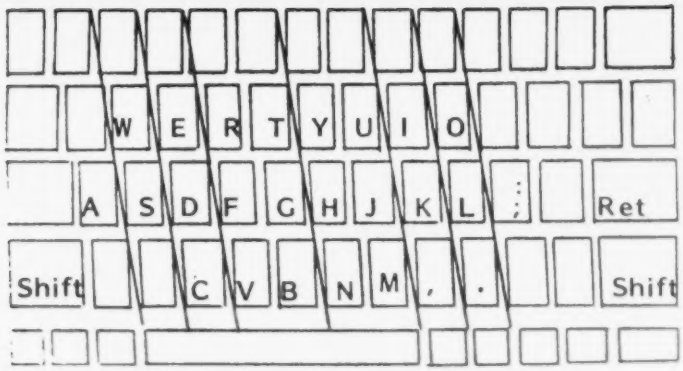
WEEK 4--DAY 3

LESSON ONE IS:



"HOW TO" TYPE COMPLETE SENTENCES USING ALL THE LETTERS THAT YOU KNOW:

A big boy bit into a red berry.	RETURN
My dog begged for a bone.	RETURN
The robin was in a bird bath.	RETURN TWICE
The flask was full of wine.	RETURN
A green leaf fell softly.	RETURN
Owls are very wise.	RETURN TWICE
A huge jug came tumbling down.	RETURN
Mary had a little lamb.	RETURN
The lamb was black and white.	RETURN TWICE



WEEK 4--DAY 3

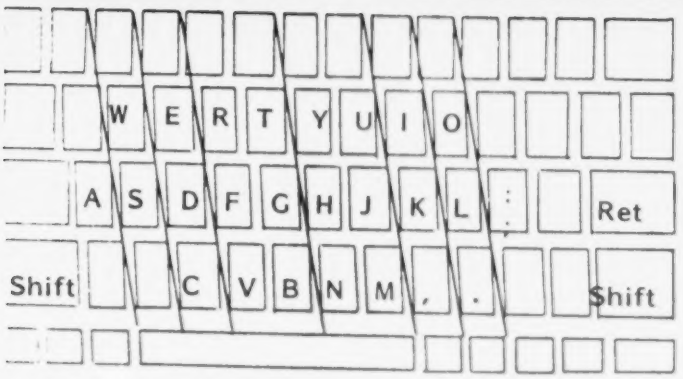
LESSON TWO IS:

"HOW TO" USE ANTONYMS:

Type the following drill of antonyms:

good good good; bad bad bad	RETURN
glad glad glad; sad sad sad	RETURN
dead dead; alive alive	RETURN TWICE
wet wet wet; dry dry dry	RETURN
hot hot hot; cold cold cold	RETURN
summer summer; winter winter	RETURN TWICE
girl girl girl; boy boy boy	RETURN
pretty pretty; ugly ugly	RETURN
land land land; sea sea sea	RETURN TWICE
asleep asleep; awake awake	RETURN
light light light; dark dark dark	RETURN
day day day; night night night	RETURN TWICE

WEEK 4--DAY 4



"HOW TO" WARM UP YOUR FINGERS:

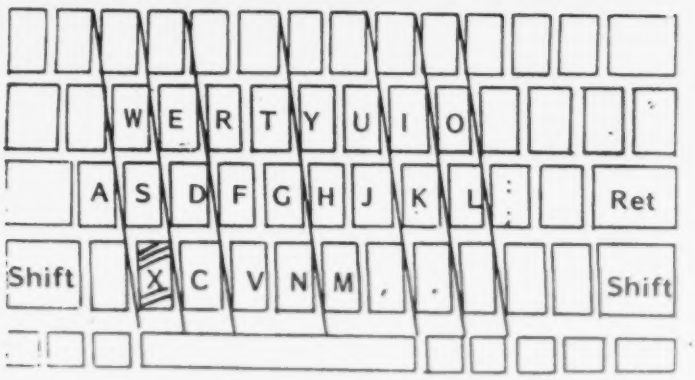
1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

a;sldkfjgh ghfjdksla; a;sldkfjgh ghfjdksla; RETURN
a;sldkfjgh ghfjdksla; a;sldkfjgh ghfjdksla; RETURN TWICE

Now is the time for every good man to come RETURN
to the aid of his country. RETURN TWICE

Now is the time for every good man to come RETURN
to the aid of his country. RETURN TWICE

WEEK 4--DAY 4



LESSON ONE IS:

"HOW TO" USE THE "X" KEY:

1. THE "X" key is typed with your "S" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "S" FINGER.

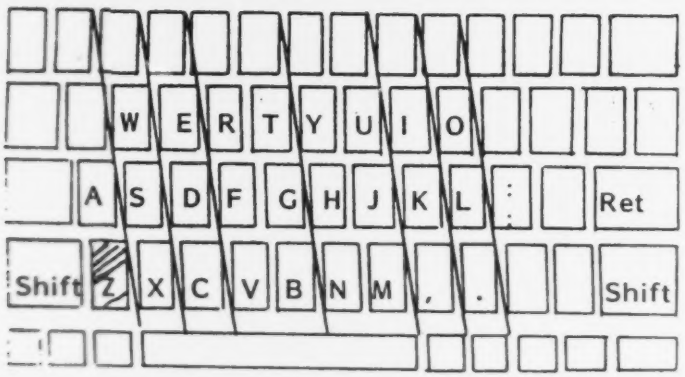
```
sss xxx sxs xxx sss sxs sss xxx sxs sxs      RETURN

sxs six six sxs sax sax sxs fix fix sxs      RETURN

sxs tax tax sxs wax wax sxs ox; ox; sxs      RETURN

fix the axe; fix the axe; a fox; a fox;      RETURN TWICE
```

WEEK 4--DAY 4



LESSON TWO IS:

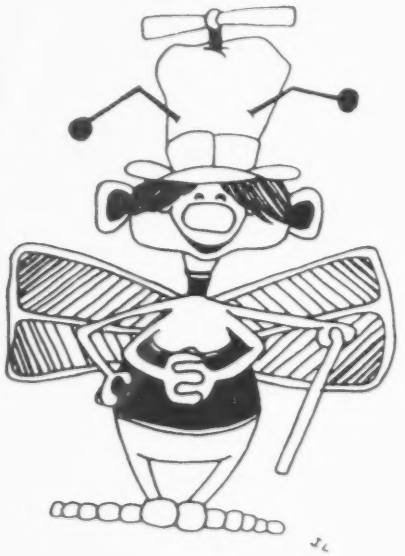
"HOW TO" USE THE "Z" KEY:

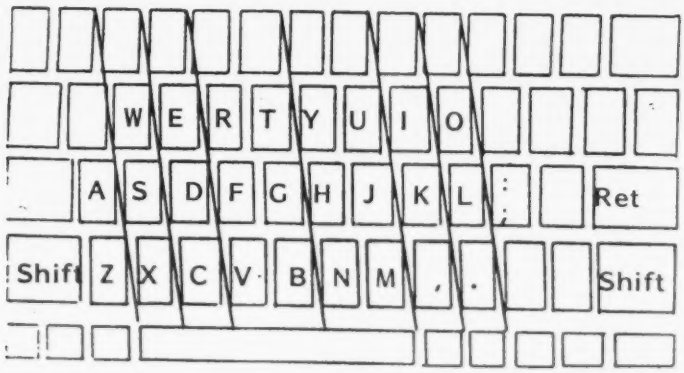
1. THE "Z" key is typed with your "A" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "A" FINGER.

aaa zzz aza zzz aaa aza aaa zzz aza aza RETURN

aza zoo zoo aza size size aza buzz buzz RETURN

at a zoo; a hazey day; fix a zax; go to oz. RETURN TWICE





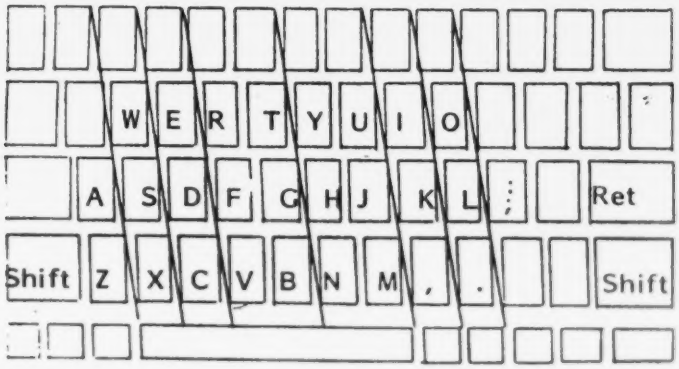
WEEK 4--DAY 4

LESSON THREE IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

e x i t exit exit x r a y x ray x ray	RETURN
e x t r a extra extra t e x t text text	RETURN
m a t r i x matrix matrix e n d end end	RETURN TWICE
z e r o zero zero b l a z e blaze blaze	RETURN
b a s i c basic basic j a z z jazz jazz	RETURN
z e b r a zebra zebra b y t e byte byte	RETURN TWICE
c i r c l e circle circle r u n run run	RETURN
l o a d load load t h e n ; then; then;	RETURN
f o r t r a n fortran fortran i f if if	RETURN TWICE

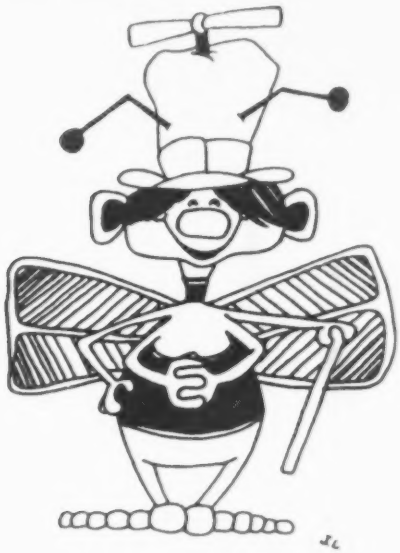


WEEK 4--DAY 4

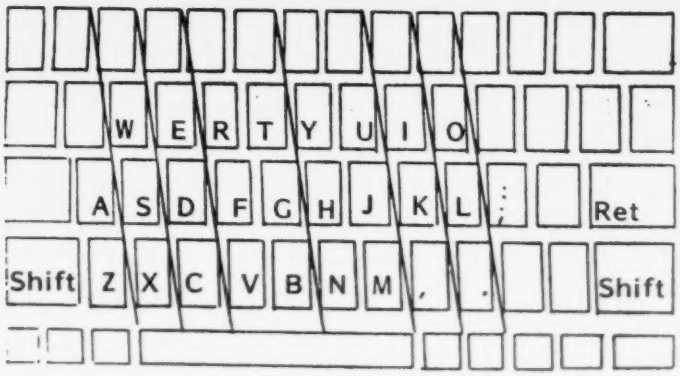
LESSON FOUR IS:

"HOW TO" TYPE COMPLETE SENTENCES USING ALL THE LETTERS YOU KNOW:

Our Xerox must be fixed.	RETURN
Foxy the fox lives in a zoo.	RETURN
The Aztecs are famous Indians.	RETURN TWICE
Azure blue is my favorite color.	RETURN
Guess the size of the jelly bean jar.	RETURN
Kevin is a whiz at fixing axles.	RETURN TWICE



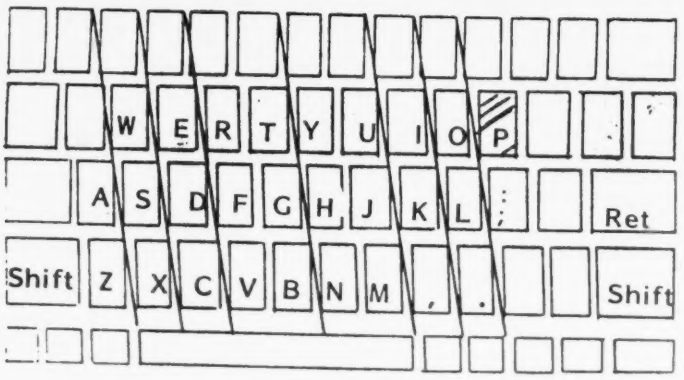
WEEK 4--DAY 5



"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

sxs sxs lax lax sxs sxs tax tax	RETURN
aza aza zoo zoo aza aza size size	RETURN
box box fix fix fizz fizz ox ox	RETURN
the oxen; a zoo; an x ray; a zero	RETURN TWICE



WEEK 4--DAY 5

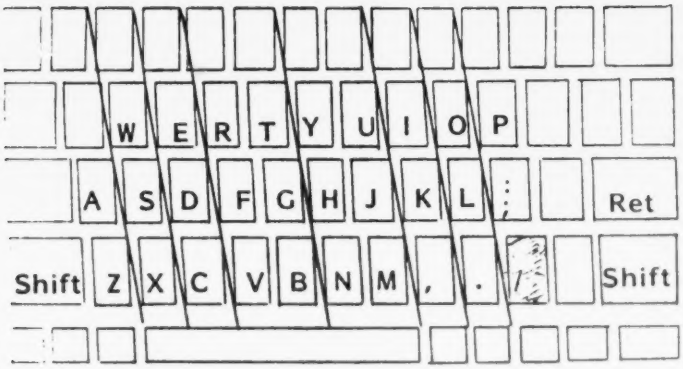
LESSON ONE IS:

"HOW TO" USE THE "P" KEY:

1. THE "P" key is typed with your ";" (SEMI) FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your ";" (SEMI) FINGER.

ppp ;;; p;p ;;; ppp p;p ppp ;;; p;p p;p	RETURN
p;p pat pat p;p pay pay p;p paid paid	RETURN
p;p zip zip p;p zap zap p;p pizza pizza	RETURN
he paid the price. a prize pizza.	RETURN TWICE

WEEK 4--DAY 5



LESSON TWO IS:

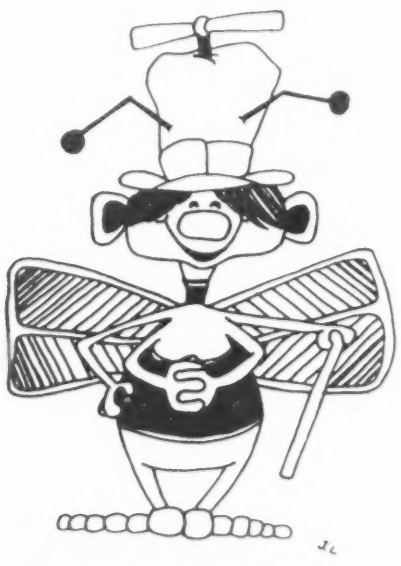
"HOW TO" USE THE "/" (DIAGONAL) KEY:

1. THE "/" key is typed with your ";" (SEMI) FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your ";" (SEMI) FINGER.

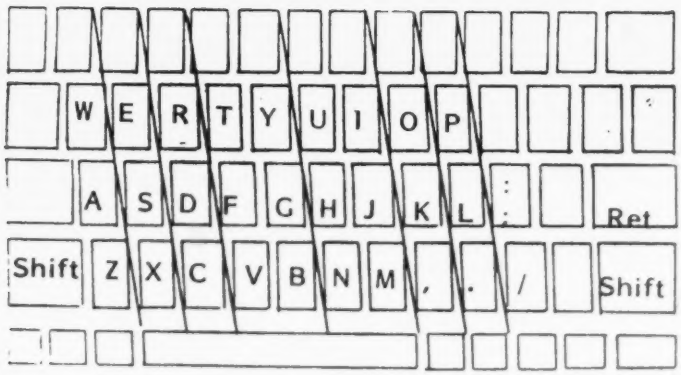
```
;;; /// ;/; /// ;;; ;/; ;;; /// ;/;          RETURN

;/; his/her his/her ;/; he/she he/she          RETURN

;/; them/us them/us ;/; we/they we/they        RETURN TWICE
```



WEEK 4--DAY 5

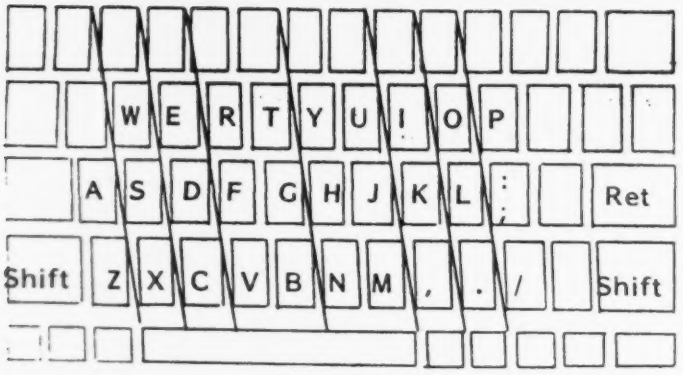


LESSON THREE IS:

"HOW TO" BUILD WORDS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

s t a r t start start b u g bug bug	RETURN
p l o t plot plot l o o p loop loop	RETURN
i n p u t input input r a m ram ram	RETURN TWICE
o u t p u t output output i f if if	RETURN
a r r a y array array b i t bit bit	RETURN
d r i v e drive drive n e w new new	RETURN TWICE
e s c a p e escape escape goto goto	RETURN
c o r e core core c o d e code code	RETURN
s y n t a x syntax syntax run run	RETURN TWICE



WEEK 4--DAY 5

LESSON FOUR IS:

"HOW TO" LEARN ANTONYMS:

Type the following words, a diagonal (/), and then your antonym for that word:

EXAMPLE: big/small

short/_____ RETURN

rich/_____ RETURN

black/_____ RETURN

up/_____ RETURN

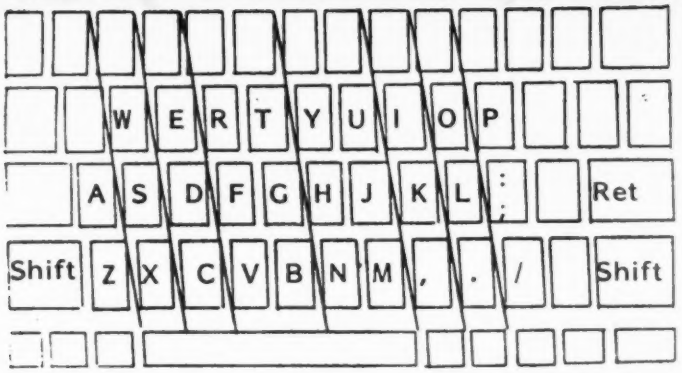
North/_____ RETURN

East/_____ RETURN

front/_____ RETURN

North Pole/_____ RETURN

right/_____ RETURN TWICE

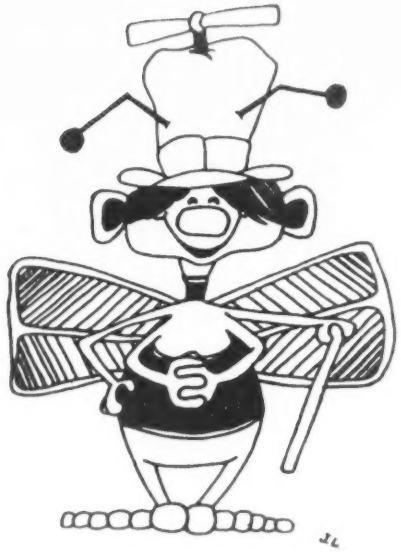


WEEK 5--DAY 1

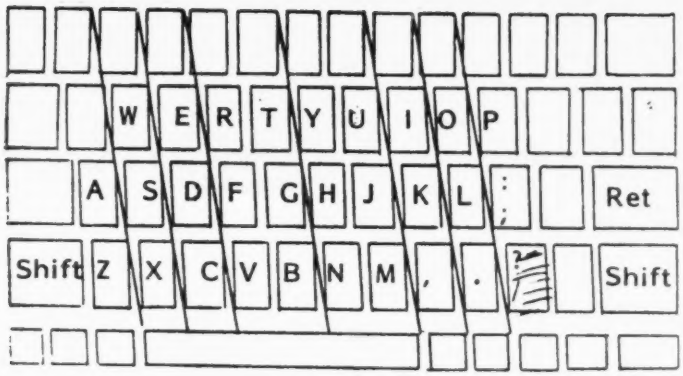
"HOW TO" WARM UP YOUR FINGERS:

1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.
4. Type the following WARMUP DRILL:

```
frf juj ded kik sws lol aaa ;p;          RETURN
fgf jhj dcd k,k sxs 1.1 aza ;/;          RETURN
fun gun run won son pun ton yon          RETURN TWICE
```



WEEK 5--DAY 1



LESSON ONE IS:

"HOW TO" USE THE LEFT SHIFT KEY TO TYPE THE "?" (QUESTION MARK)

1. THE "?" (QUESTION MARK) is typed with your ";" (SEMI) FINGER.

2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH. Do this several times until you know where it is.

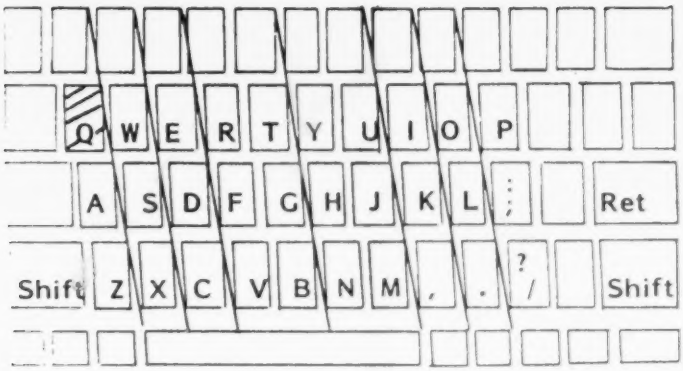
3. Keep your fingers on the HOME ROW and REACH with your ";" (SEMI) FINGER.

;;; ;/; ;?; /// ;?? /;/ ??? ;/; ;;; ;?; RETURN

;?; why? why? what? what? where? where? RETURN

;?; yes? yes? no? no? really? really? RETURN TWICE

WEEK 5--DAY 1



LESSON TWO IS:

"HOW TO" USE THE "Q" KEY:

1. THE "Q" key is typed with your "A" FINGER.
2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
   Do this several times until you know where it is.
3. Keep your fingers on the HOME ROW and REACH
   with your "A" FINGER.

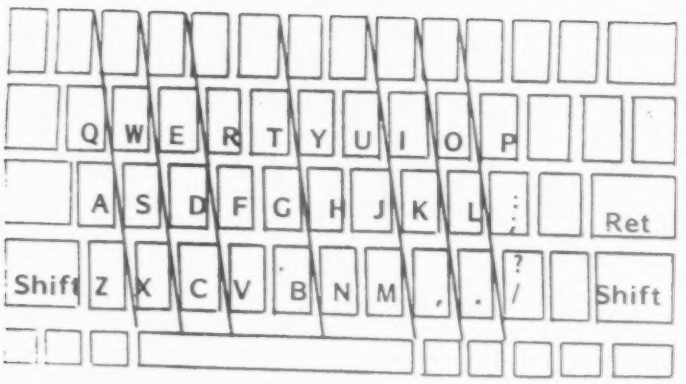
aaa qqq aqa qqq aqa aaa aqa qqq aqa aqa RETURN

aqa quiz quiz aqa quit quit aqa quip quip RETURN

quill quill qua qua aqua aqua quad quad RETURN

a short quote. a quick quiz. be quiet. RETURN TWICE

WEEK 5--DAY 1



LESSON THREE IS:

"HOW TO" BUILD WORDS:

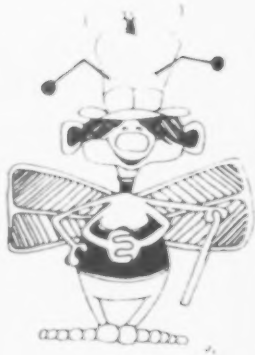
1. Put your fingers on the HOME ROW.
2. KEEP YOUR EYES ON YOUR COPY.
3. Look at the PICTURE of your keyboard on this page AND NOT AT YOUR FINGERS.

q u i c k quick quick q u a i l quail quail RETURN

q u a r t quart quart q u e e n queen queen RETURN

q u o t a quota quota q u a l m qualm qualm RETURN TWICE

WEEK 5--DAY 1



CONGRATULATIONS!! YOU NOW KNOW ALL OF THE ALPHABET!!

LESSON FOUR IS:

"HOW TO" TYPE COMPLETE SENTENCES USING THE ENTIRE ALPHABET:

A quick, crazy squirrel jumped over a quail.	RETURN
Did the quail quiver with fear?	RETURN
Yes, the quail made a very hasty exit.	RETURN TWICE
Boy/girl guests were invited to the party.	RETURN
Were there sack races at the party?	RETURN
No; but we did win prizes for the games.	RETURN TWICE

WEEK 5--DAY 2

"HOW TO" WARM UP YOUR FINGERS AND REVIEW THE ALPHABET:

1. Type the complete alphabet:

abcdefghijklmnopqrstuvwxyz	RETURN
abcdefghijklmnopqrstuvwxyz	RETURN TWICE

2. Type this famous drill sentence which uses all the letters of the alphabet:

The quick brown fox jumps over the lazy dog.	RETURN
The quick brown fox jumps over the lazy dog.	RETURN TWICE

3. Review the "?" (QUESTION MARK):

;?; ??? ;?; ??? ;;? ??; ;?; ;?;	RETURN
who? what? why? when? where?	RETURN TWICE

WEEK 5--DAY 2

LESSON ONE IS:

"HOW TO" COMPOSE AT THE KEYBOARD:

You are now going to type a story by following these directions:

1. Type your name.
2. Look carefully at the picture that you have.
3. Think about the story you think the picture tells.
4. Now, use your computer to type your own special story about the picture.
5. This will be a SHORT STORY with no more than ten SHORT lines.
6. Tap your SPACE BAR five times so that your first line is INDENTED. LOOK AT THE EXAMPLE BELOW.
7. Keep your lines short like the EXAMPLE below, returning after each line.
8. Start your SHORT STORY and HAVE FUN TYPING!

EXAMPLE

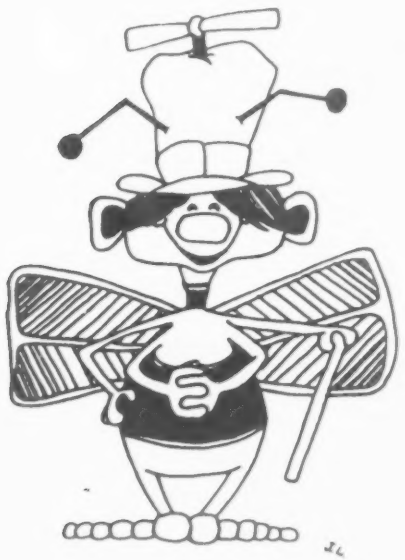
Type Your Name Here

You now know all of the alphabet on your RETURN
keyboard. You will be able to type some of RETURN
your school work. You will also be able to RETURN
type letters to your family and to your RETURN
friends. The nice thing about keyboarding RETURN
is that you will want to use it for the rest RETURN
of your life. RETURN

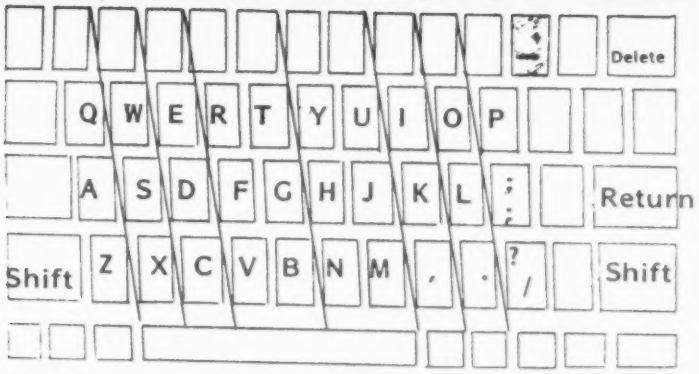
9. You will want to SAVE your paragraph (or as much as you have typed today) on the disk in your disk drive. Your teacher will explain how this is done.

10. If you did not complete the paragraph in one period, you will want to LOAD the paragraph from the disk back to your screen/monitor. Your teacher will explain how this is done.

11. You will now want to PRINT your paragraph. Your teacher will explain how this is done.



WEEK 5--DAY 3



"HOW TO" WARM UP YOUR FINGERS:

jade lynx bike comb friend velvet praise RETURN

weight quiz prompt core apple matrix RETURN TWICE

LESSON ONE IS:

"HOW TO" USE THE "-" (HYPHEN) KEY:

1. THE "-" (HYPHEN) key is typed with your ";" (SEMI) FINGER.

2. LOOK AT YOUR KEYBOARD AND FEEL THE REACH. Do this several times until you know where it is.

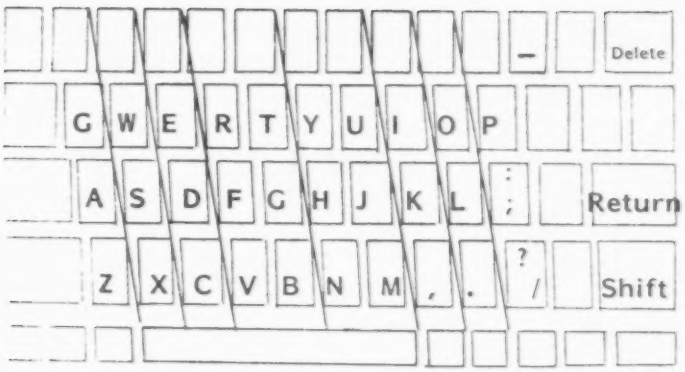
3. Keep your "J" finger anchored on the HOME ROW, PIVOT and REACH with your ";" (SEMI) FINGER.

;;; ppp ;p; p-p --p ;;-- ;;-- ;p-; ;p-; RETURN

;p-; ;p-; one-half; one-third; blue-green RETURN

;p-; ;p-; one-cent; two-bit; well-known RETURN TWICE

WEEK 5--DAY 3



LESSON TWO IS:

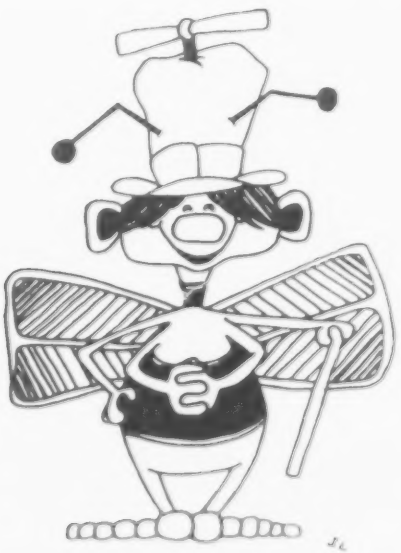
"HOW TO" USE THE "BACKSPACE" KEY:

1. The "BACKSPACE" key is used to make corrections.

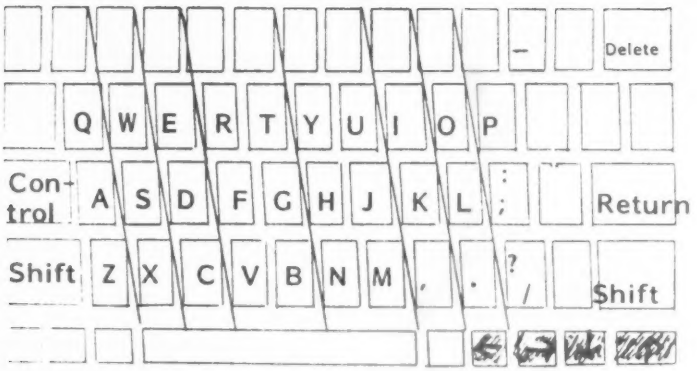
2. The "BACKSPACE" key is located at different places on different keyboards.

3. Your teacher will instruct you as to the use of this key on your equipment.

4. The "BACKSPACE" key should be typed with the "SEMI" FINGER on the Apple IIe. Pivot on your "J" FINGER and REACH FOR THE "BACKSPACE" key (DELETE).



WEEK 5--DAY 3



LESSON THREE IS:

"HOW TO" USE THE "CURSOR": (ON THE APPLE IIe)

There are several ways to move the "CURSOR."

1. You can move it in one of four directions by using the "arrow" keys:

   - The → and ← keys move the cursor to the right or left with each keypress. If you continue to hold these keys down, the cursor will keep moving.

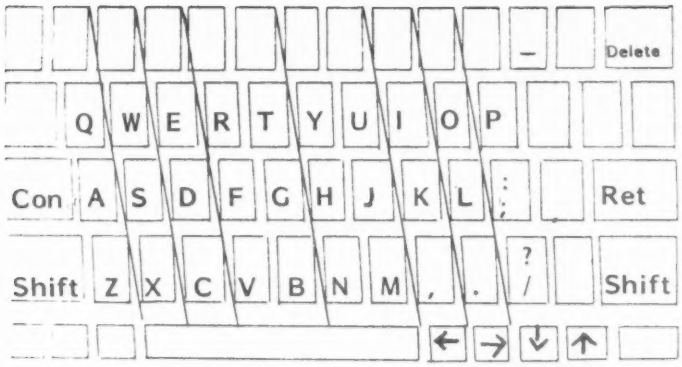
   - The ↑ and ↓ keys will move the cursor up or down one line with each keypress. If the key is held down, the cursor will continue moving up or down.

2. You can move it to the beginning or end of what you have typed by using the editing commands [B] and [E].

   - [B] means to hold down the CONTROL KEY and strike the "B" KEY. This will take you to the BEGINNING of your typing.

   - [E] means to hold down the CONTROL KEY and strike the "E" KEY. This will take you to the END of your typing.

WEEK 5--DAY 3



LESSON FOUR IS:

"HOW TO" SPEED UP THOSE FINGERS:

Type the following sentences as instructed by your teacher.

MOVE THOSE FINGERS AS QUICKLY AS YOU CAN! See if you can go even one letter further each time you type the sentence.

1. There are great deserts of sand in Arabia and Africa.
2. Camels are very important animals to desert people.
3. Most strange animals live in the zoo.
4. The flying squirrel may live near your home.
5. An elephant has an extra strong nose.
6. Only an elephant has a finger at the end of his nose.
7. A moose is afraid of the big bad wolf.
8. Polar bears live in the deep freeze.
9. In the zoo, the gorilla is mean.
10. The gorilla is quiet and gentle in the woods.
11. The blue whale is the biggest animal.
12. The biggest animal eats the smallest.
13. The whale is a mammal.
14. Giraffes are the tallest animals in the world.

WEEK 5--DAY 4

"HOW TO" WARM UP YOUR FINGERS:

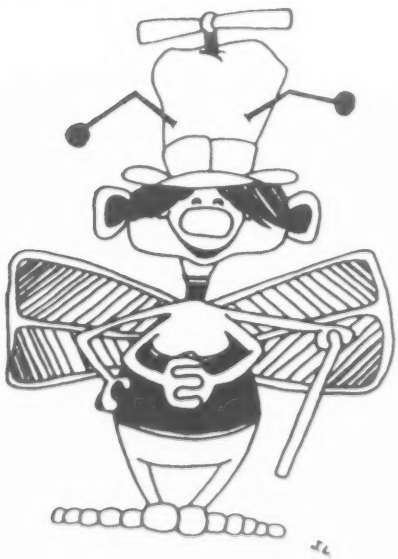
1. Type the following sentence using the entire alphabet:

   The quick brown fox jumps over the lazy dog. RETURN

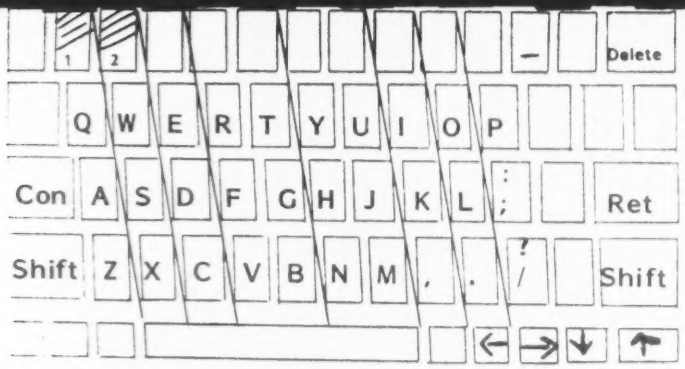
   The quick brown fox jumps over the lazy dog. RETURN TWICE

2. Type the following words using only the left hand:

   sag bag tag wag rag sad bad wad tad cad fad RETURN TWICE



WEEK 5--DAY 4



LESSON ONE IS:

"HOW TO" USE THE "NUMBER 1" AND THE "NUMBER 2" KEYS:

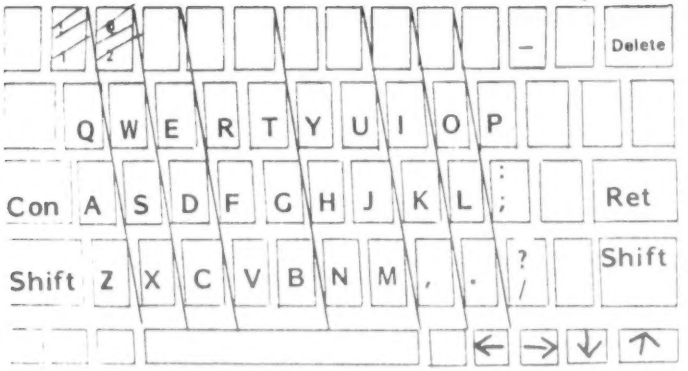
LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH NUMBER.
Do this several times until you know where each one is.

1. The "NUMBER 1" key is typed with the "A" FINGER. Keep your "F" FINGER ANCHORED ON THE HOME ROW AND PIVOT.

aq1a aq1a aq1a aq1a	RETURN
aaa 111 a1a a1a 111	RETURN
1 all; 1 ask; 1 are	RETURN TWICE

2. The "NUMBER 2" key is typed with the "S" FINGER. Keep your "F" FINGER ANCHORED ON THE HOME ROW AND REACH.

sw2s sw2s sw2s sw2s	RETURN
sss 222 s2s s2s 222	RETURN
2 saw; 2 see; 2 sell	RETURN TWICE



WEEK 5--DAY 4

LESSON TWO IS:

"HOW TO" USE THE "!" (EXCLAMATION POINT) AND "@" (EACH/AT) SYMBOLS.

LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH SYMBOL.
Do this several times until you know where each one is.

1. The "!" (EXCLAMATION POINT) is typed with the "A" FINGER using the "RIGHT SHIFT" KEY. Keep your "F" FINGER ANCHORED ON THE HOME ROW AND PIVOT.

   - This is a 1-2-3 rhythmic stroke:

     1 - RIGHT SHIFT DOWN
     2 - STRIKE "!" and RELEASE
     3 - SHIFT UP

   aaa !!! aaa !!! a!a a!a !!! aaa !a! !a! RETURN

   Rah!!! Rah!!! Ah! Ah! Hooray! Smile! No! RETURN TWICE

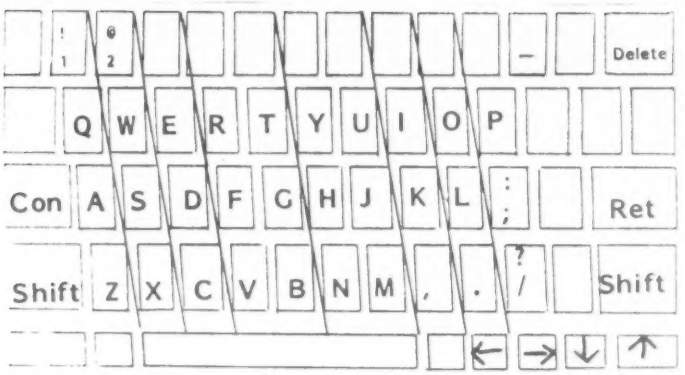
2. The "@" (EACH/AT) is typed with the "S" FINGER using the "RIGHT SHIFT" KEY.

   1 - RIGHT SHIFT DOWN
   2 - STRIKE "@" and RELEASE
   3 - SHIFT UP

   sss @@@ sss @@@ s@s s@s @@@ sss @s@ @s@ RETURN

   sell @ 12 cents; a sale @ 22 cents each RETURN TWICE

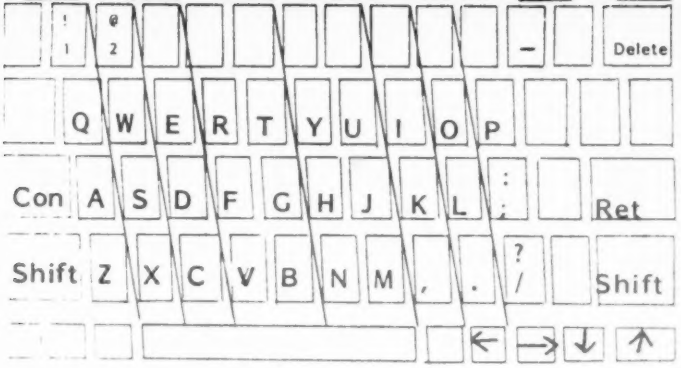
WEEK 5--DAY 4



LESSON THREE IS:

"HOW TO" USE THE "NUMBER 1" AND THE "NUMBER 2" KEYS
(UPPER AND LOWER CASE) IN SENTENCES:

There were 12 boys on the team.	RETURN
I had 1 apple; Sue had 2 apples.	RETURN
Amy saw 1 girl, 2 boys, and 122 dogs!	RETURN
Dick sold 21 candy bars @ 22 cents each!	RETURN TWICE



"HOW TO" WARM UP YOUR FINGERS:

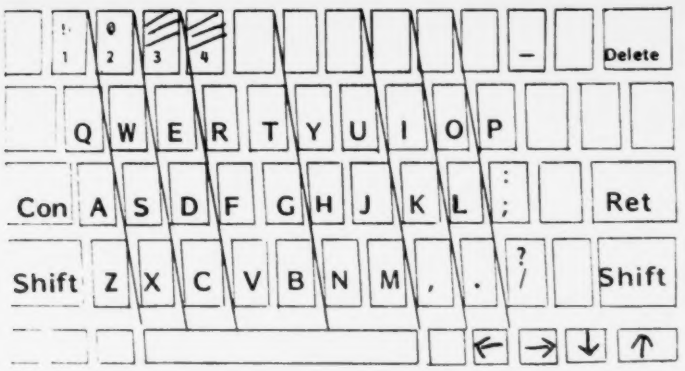
1. Type the following drill using all the letters of the alphabet:

Jinx feels playing quick home video games is	RETURN
better than a quiet cozy wood fire.	RETURN TWICE

2. Type the following Review Drill:

aq1a aq1a sw2s sw2s a1a s2s	RETURN
a1a a1a s2s s2s 11 aa 22 ss	RETURN TWICE
1 ape; 1 quail; 1 axe 1 axel	RETURN
2 saws; 2 sacks; 2 songs	RETURN TWICE
;p-; ;p-; ;;; ppp --- ;;;	RETURN
co-op; T-shirt; part-time	RETURN TWICE

WEEK 5--DAY 5



LESSON ONE IS:

"HOW TO" USE THE "NUMBER 3" AND THE "NUMBER 4" KEYS:

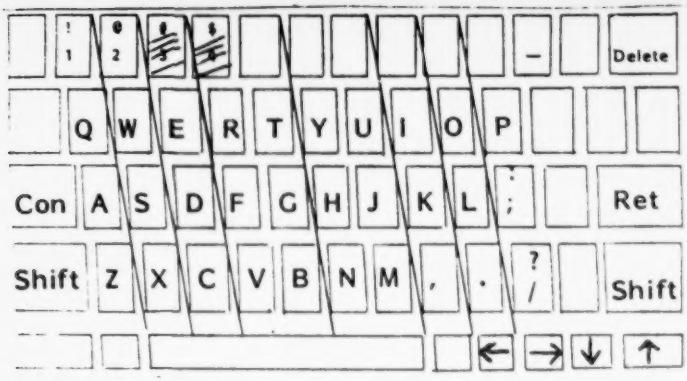
LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH NUMBER.
Do this several times until you know where each one is.

1. The "NUMBER 3" key is typed with the "D" FINGER.
   Keep your "A" FINGER ANCHORED ON THE HOME ROW AND
   REACH.

de3d de3d de3d de3d	RETURN
ddd 333 d3d d3d 333	RETURN
3 dogs; 3 deer; 3 disks	RETURN TWICE

2. The "NUMBER 4" key is typed with the "F" FINGER.
   Keep your "A" FINGER ANCHORED ON THE HOME ROW AND
   REACH.

fr4f fr4f fr4f fr4f	RETURN
fff 444 f4f f4f 444	RETURN
4 foxes; 4 fires; 4 fans	RETURN TWICE



WEEK 5--DAY 5

LESSON TWO IS:

"HOW TO" USE THE "#" (NUMBER/POUND) AND THE "$" (DOLLAR SIGN) SYMBOLS:

LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH SYMBOL.
Do this several times until you know where each one is.

1. The "#" (NUMBER/POUND) is typed with the "D" FINGER using the "RIGHT SHIFT" KEY. Keep your "A" FINGER ANCHORED ON THE HOME ROW AND REACH.

   - This is a 1-2-3 rhythmic stroke:

     1 - RIGHT SHIFT DOWN
     2 - STRIKE "#" and RELEASE
     3 - SHIFT UP

   ddd ### ddd ### d#d d#d ### ddd #d# #d# RETURN

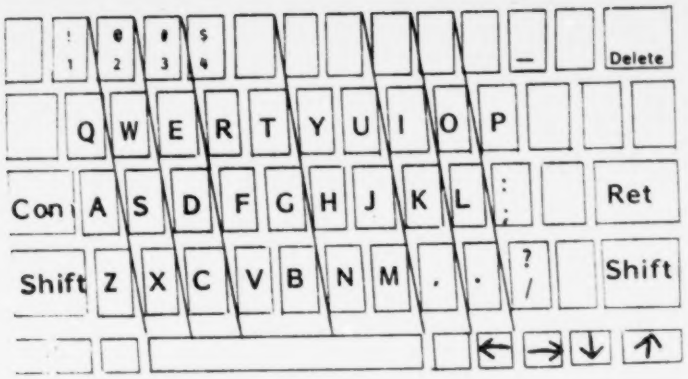
   a 34# dog; 4 #3 pencils; page #3d RETURN TWICE

2. The "$" (DOLLAR SIGN) is typed with the "F" FINGER using the "RIGHT SHIFT" KEY.

   1 - RIGHT SHIFT DOWN
   2 - STRIKE "$" and RELEASE
   3 - SHIFT UP

   fff $$$ fff $$$ f$f f$f $$$ fff f f RETURN

   a charge of $4.32; a $.43 fee; half of $4 RETURN TWICE

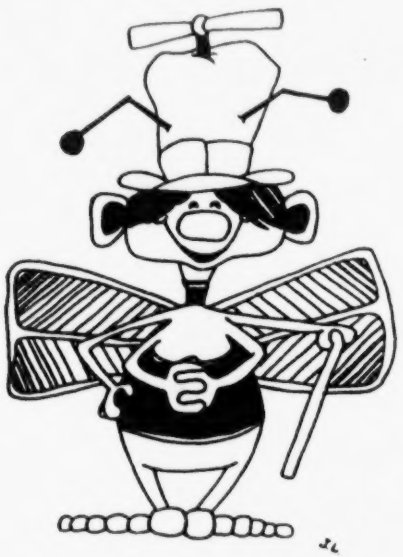


WEEK 5--DAY 5

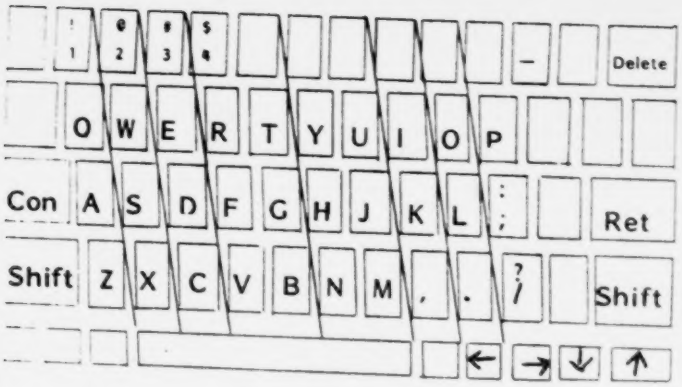
LESSON THREE IS:

"HOW TO" USE THE "NUMBER 3" AND "NUMBER 4" KEYS
(UPPER AND LOWER CASE) IN SENTENCES:

The space rocket has 3 different parts.	RETURN
A little car takes you up to Part #1.	RETURN
The fuel in Part #3 is all gone.	RETURN
A 24# bag of dental cement is $34.	RETURN TWICE



WEEK 6--DAY 1



"HOW TO" WARM UP YOUR FINGERS:

1. Type the following drill using all the letters of alphabet:

   A lazy dog quickly jumps extra high when a RETURN

   fine juicy bone is waved. RETURN TWICE

2. Type the following words using only the right hand:

   jim him kim lip kip nip yip hip nil hill kill RETURN TWICE

3. Type the following Review Drill:

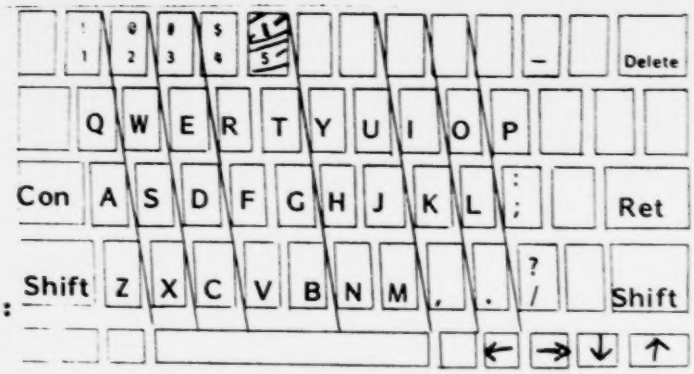
   aq1a aq1a sw2s sw2s de3d de3d fr4f fr4f RETURN

   a1a a1a s2s s2s d3d d3d f4f f4f 1 2 3 4 RETURN

   1 ate; 2 sat; 3 did not; 4 fled 4 3 2 1 RETURN TWICE

WEEK 6--DAY 1

LESSON ONE IS:



"HOW TO" USE THE "NUMBER 5" KEY AND THE "%" (PERCENT) SYMBOL:

LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
Do this several times until you know where it is.

1. The "NUMBER 5" key is typed with the "F" FINGER.
   Keep your "A" FINGER ANCHORED ON THE HOME ROW
   AND REACH.

```
fr5f fr5f fr5f fr5f                                  RETURN

fff 555 f5f f5f 555                                  RETURN

5 fads; 5 frogs; 5 fowl                              RETURN TWICE

gt5g gt5g gt5g gt5g                                  RETURN

ggg 555 g5g g5g 555                                  RETURN

5 tests; 5 tins; 5 tabs                              RETURN TWICE
```

2. The "%" (PERCENT) is typed with the "F" FINGER
   using the "RIGHT SHIFT" KEY. Keep your "A" FINGER
   ANCHORED ON THE HOME ROW AND REACH.

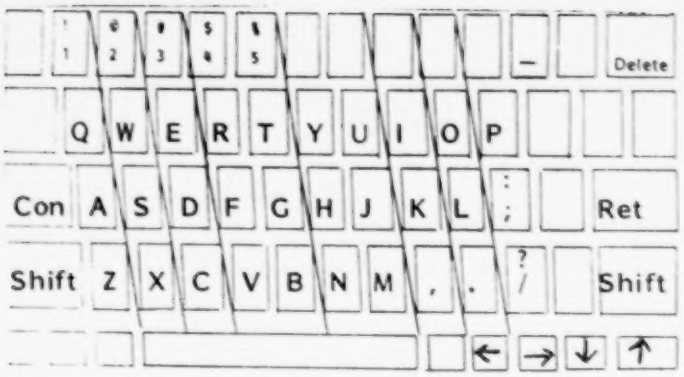
   1 - RIGHT SHIFT DOWN
   2 - STRIKE "%" and RELEASE
   3 - SHIFT UP

```
fff %%% fff %%% f%f f%f %%% fff %f% %f%             RETURN

55% fun; 5% funny; 45% fare; 15% fair                RETURN TWICE

ttt %%% ttt %%% t%t t%t %%% ttt %t% %t%             RETURN

a 5% tip; 35% tax; 25% tan; a 55% tab                RETURN TWICE
```

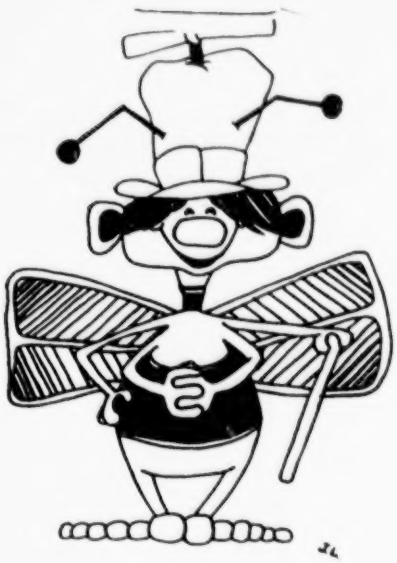


WEEK 6--DAY 1

LESSON TWO IS:

"HOW TO" USE THE "NUMBER 5" KEY (UPPER AND LOWER CASE) IN SENTENCES:

Here are 5 fig bars for 5 boys and 5 girls.	RETURN
You will receive a 5% raise for 5 weeks.	RETURN
A 5% tax is fair after 15 free rides.	RETURN TWICE



WEEK 6--DAY 1

LESSON THREE IS:

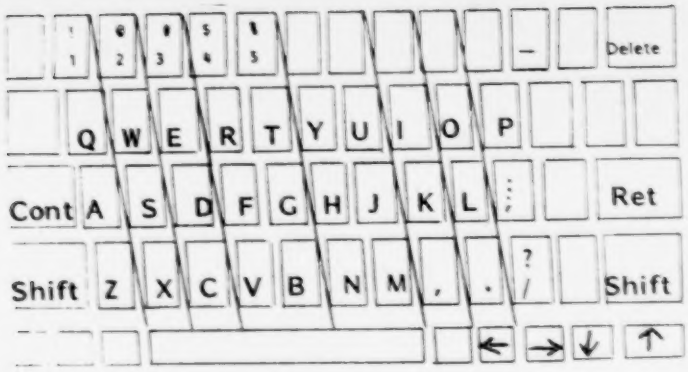
"HOW TO" SPEED UP THOSE FINGERS:

Type the following sentences as instructed by your teacher.

MOVE THOSE FINGERS AS QUICKLY AS YOU CAN! See if you can go even one letter further each time you type the sentence.

1. Would you like to go to the moon?
2. But there is no air for you on the moon!
3. You could not live in the hot days on the moon.
4. You could not live in the cold nights on the moon.
5. If you wear a space suit, you could live on the moon.
6. There are no trees, lakes, or water on the moon!
7. You can jump very high on the moon.
8. Have you ever seen a moon car?
9. Would you like to ride in a moon car?
10. Hop in, and we will go for a ride!

WEEK 6--DAY 1



LESSON FOUR IS:

"HOW TO" REVIEW COMPUTER WORDS YOU HAVE LEARNED:

Type the following computer terms as instructed by your teacher:

printer	field	read
load	log	reset
hello	disk	logo
cobol	code	basic
color	if	micro
logic	multi	remote
hardware	save	end
start	array	goto
byte	bug	bit
list	circle	loop
new	data to list	run
input	escape	text
then	ram	core
matrix	fortran	output
code	syntax	apple

WEEK 6--DAY 2

"HOW TO" WARM UP THOSE FINGERS AND REVIEW THE ALPHABET AND NUMBERS:

1. Type the following drill :

   a;sldkfjghfjdksla; a;sldkfjghfjdksla; RETURN

   all sell doll fox gun hey job kix lie RETURN

   quit whim elk rip tip yip up is pie RETURN TWICE

2. Type the following sentence using all the letters of the alphabet:

   The quick brown fox jumps over the lazy dog. RETURN

   The quick brown fox jumps over the lazy dog. RETURN TWICE

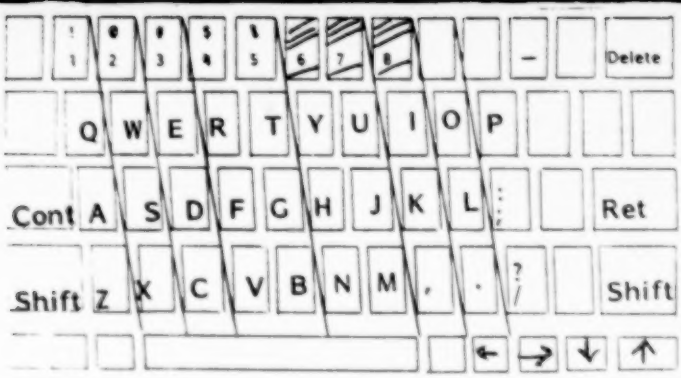
3. Type the following number and letter drill:

   aq1a a1a 1 atom 1 atom sw2s s2s 2 sets 2 sets RETURN

   de3d d3d 3 dabs 3 dabs fr4f f4f 4 foes 4 foes RETURN

   fr5f f5f 5 fays 5 fays ft5f f5f 5 tins 5 tins RETURN

   1 atom; 2 sets; 3 dabs; 4 foes; 5 fays; 5 tins RETURN TWICE



WEEK 6--DAY 2

LESSON ONE IS:

"HOW TO" USE THE "NUMBER 6," "NUMBER 7," AND "NUMBER 8" KEYS:

LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH NUMBER.
Do this several times until you know where each one is.

1. The "NUMBER 6" key is typed with the "J" FINGER.
   Keep your ";" (SEMI) FINGER ANCHORED ON THE HOME ROW
   AND REACH.

   hy6h hy6h hy6h hy6h — RETURN

   hhh 666 h6h h6h 666 — RETURN

   6 hills; 6 hams; 6 hens — RETURN TWICE

2. The "NUMBER 7" key is typed with the "J" FINGER.
   Keep your ";" (SEMI) FINGER ANCHORED ON THE HOME ROW
   AND REACH.

   ju7j ju7j ju7j ju7j — RETURN

   jjj 777 j7j j7j 777 — RETURN

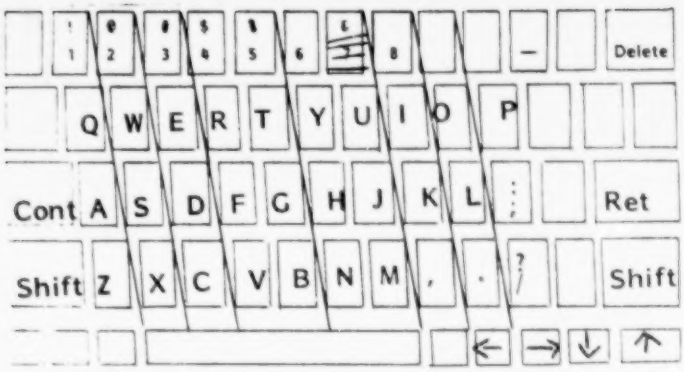
   7 jugs; 7 jars; 7 jams — RETURN TWICE

3. The "NUMBER 8" key is typed with the "K" FINGER.
   Keep your ";" (SEMI) FINGER ANCHORED ON THE HOME ROW
   AND REACH.

   ki8k ki8k ki8k ki8k — RETURN

   kkk 888 k8k k8k 888 — RETURN

   8 kids; 8 kegs; 8 keys — RETURN TWICE



WEEK 6--DAY 2

LESSON TWO IS:

"HOW TO" USE THE "&" (AMPERSAND) SYMBOL:

LOOK AT YOUR KEYBOARD AND FEEL THE REACH.
Do this several times until you know where it is.

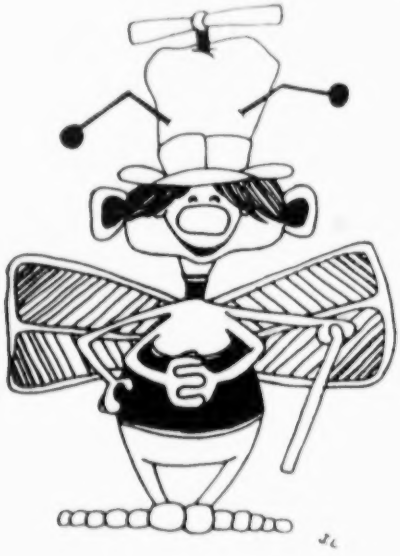
1. The "&" (AMPERSAND) is typed with the "J" FINGER using the "LEFT SHIFT" KEY. Keep your ";" (SEMI) FINGER ANCHORED ON THE HOME ROW AND REACH.

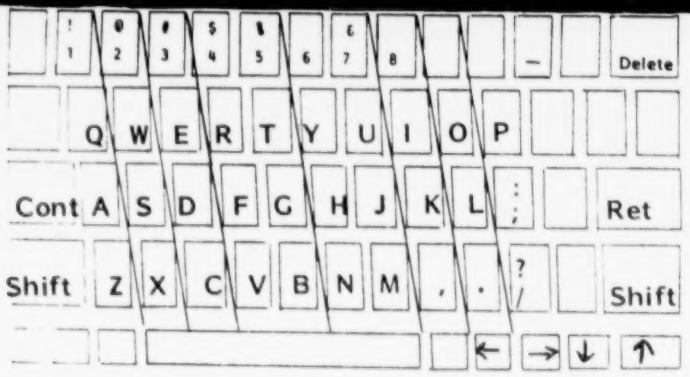
   - This is a 1-2-3 rhythmic stroke:

     1 - LEFT SHIFT DOWN
     2 - STRIKE "&" and RELEASE
     3 - SHIFT UP

   jjj &&& jjj &&& j&j j&j &&& jjj &j& &j& RETURN

   jam & jelly; J & J Co.; juice & java RETURN TWICE





WEEK 6--DAY 2

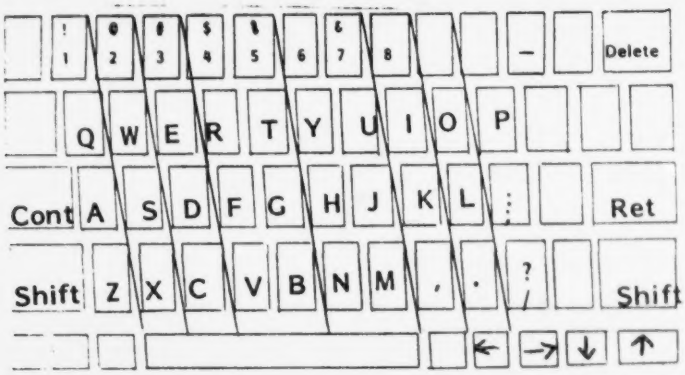
LESSON THREE IS:

"HOW TO" SPEED UP THOSE FINGERS:

Type the following sentences as instructed by your teacher.

MOVE THOSE FINGERS AS QUICKLY AS YOU CAN! See if you can go even one letter further each time you type the sentence.

1. Learning to type is the first step in learning computers.
2. Typing on a computer is called keyboarding.
3. Keyboarding should be done by the touch method.
4. The touch method means that you do not look at your keys.
5. You will be able to use this skill to do your school work.
6. Remember to use the right fingers on the keys.
7. Practice using the right fingers on your visual keyboard.
8. Do not practice on a manual typewriter.
9. Manual typewriter keyboards are not like computer keyboards.
10. Electric typewriters are very much like computers.



WEEK 6--DAY 3

"HOW TO" WARM UP THOSE FINGERS AND REVIEW THE ALPHABET AND NUMBERS:

1. Type the following drill using all the letters of the alphabet:

   Children are just crazy about playing with keys, RETURN

   masques, and very big gift boxes. RETURN TWICE

2. Type the following number and letter drill:

   aq1a a1a 1 aunt 11 actors 111 across RETURN

   sw2s s2s 2 scraps 22 sisters 222 sheets RETURN

   de3d d3d 3 dishes 33 disks 333 ducks RETURN TWICE

   fr4f f4f 4 flowers 44 footballs 444 forms RETURN

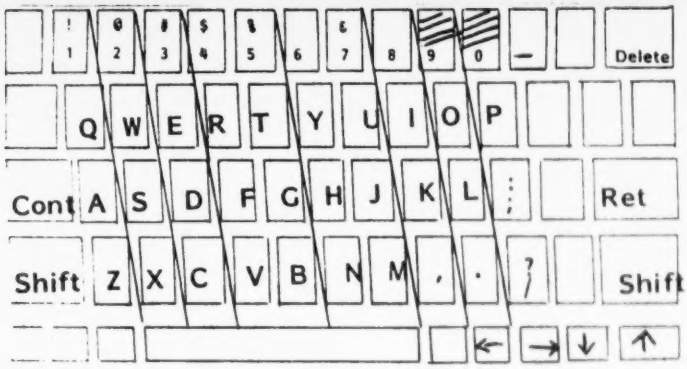
   gt5g g5g 5 girls 55 gates 555 grapes RETURN

   hy6h h6h 6 hunters 66 houses 666 hills RETURN TWICE

   ju7j j7j 7 jokes 77 jumped 777 jelly jars RETURN

   ki8k k8k 8 kicked 88 know 888 kisses RETURN

   1a 2s 3d 4f 5g 6h 7j 8k 1 2 3 4 5 6 7 8 RETURN TWICE



WEEK 6--DAY 3

LESSON ONE IS:

"HOW TO" USE THE "NUMBER 9" AND "NUMBER 0" KEYS:

LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH NUMBER.
Do this several times until you know where each one is.

1. The "NUMBER 9" key is typed with the "L" FINGER.
   Keep your ";" (SEMI) FINGER ANCHORED ON THE HOME
   ROW AND REACH.

   lo91 lo91 lo91 lo91 RETURN

   111 999 191 191 999 RETURN

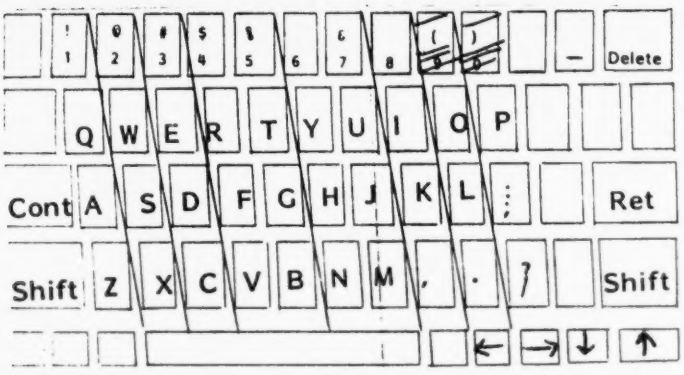
   9 leave; 9 lunches; 9 lists RETURN TWICE

2. The "NUMBER 0" key is typed with the ";" (SEMI) FINGER.
   Keep your "J" FINGER ANCHORED ON THE HOME ROW AND PIVOT.

   ;p0; ;p0; ;p0; ;p0; RETURN

   ;;; 000 ;0; ;0; 000 RETURN

   10 pencils; 20 points; 30 pins RETURN TWICE



WEEK 6--DAY 3

LESSON TWO IS:

"HOW TO" USE THE "(" (LEFT PARENTHESIS) AND ")" (RIGHT PARENTHESIS) SYMBOLS:

LOOK AT YOUR KEYBOARD AND FEEL THE REACH FOR EACH SYMBOL.
Do this several times until you know where each one is.

1. The "(" (LEFT PARENTHESIS) is typed with the "L" FINGER using the "LEFT SHIFT" KEY. Keep your ";" (SEMI) FINGER ANCHORED ON THE HOME ROW AND REACH.

   - This is a 1-2-3 rhythmic stroke:

     1 - LEFT SHIFT DOWN
     2 - STRIKE "(" and RELEASE
     3 - SHIFT UP

   111 (((111 (((1(1 1(1 (((111 (1((1(RETURN TWICE

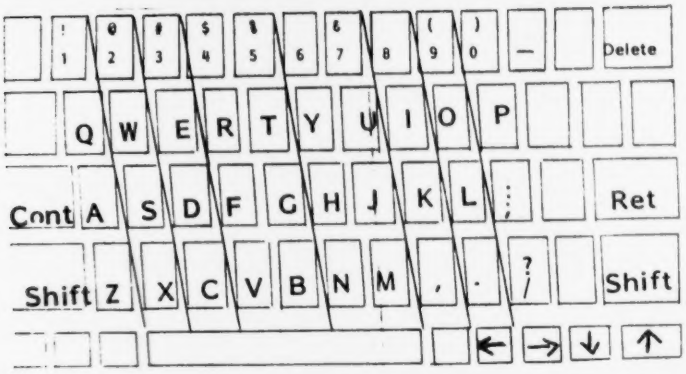
2. The ")" (RIGHT PARENTHESIS) is typed with the ";" (SEMI) FINGER using the "LEFT SHIFT" KEY. Keep your "J" FINGER ANCHORED ON THE HOME ROW AND PIVOT.

   ;;;))) ;;;))) ;); ;);))) ;;;);));) RETURN TWICE

3. Let's use both the LEFT AND RIGHT PARENTHESES:

   lo(l lo(l ;p); ;p); l(l l(l ;); ;); RETURN

   little (small); pale (palid); 90 (ninety) RETURN TWICE



WEEK 6--DAY 3

LESSON TWO IS:

"HOW TO" USE THE NUMBER ROW AS THE HOME ROW:

1. Place your LEFT HAND on the NUMBER ROW.

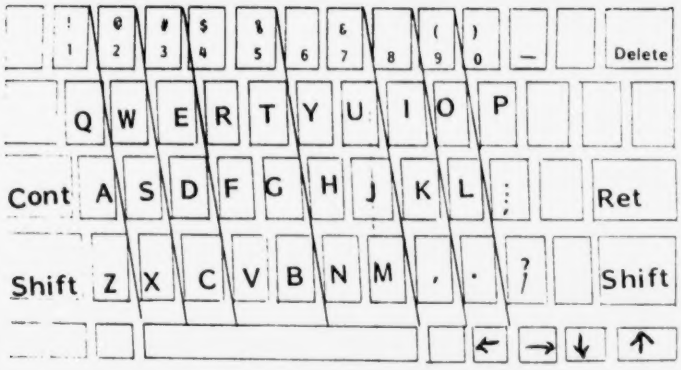
   - Your "A" FINGER is anchored on the "NUMBER 1" key.
   - Your "F" FINGER is anchored on the "NUMBER 4" key.
   - Your "S" FINGER is on the "NUMBER 2" key.
   - Your "D" FINGER is on the "NUMBER 3" key.

2. Place your RIGHT HAND on the NUMBER ROW.

   - Your ";" (SEMI) FINGER is anchored on the "0" (ZERO) key.
   - Your "J" FINGER is anchored on the "NUMBER 7" key.
   - Your "K" FINGER is anchored on the "NUMBER 8" key.
   - Your "L" FINGER is anchored on the "NUMBER 9" key.

3. Just as on the ALPHABETIC HOME ROW, your "F" FINGER types both the "NUMBER 4 AND NUMBER 5" keys.

4. Just as on the ALPHABETIC HOME ROW, your "J" FINGER types both the "NUMBER 6 AND NUMBER 7" keys.



WEEK 6--DAY 3

LESSON THREE IS:

"HOW TO" HAVE FUN TYPING NUMBERS AS THE HOME ROW:

11 22 33 44 55 66 77 88 99 00

10 11 12 13 14 15 16 17 18 19

20 21 22 23 24 25 26 27 28 29

30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49

50 51 52 53 54 55 56 57 58 59

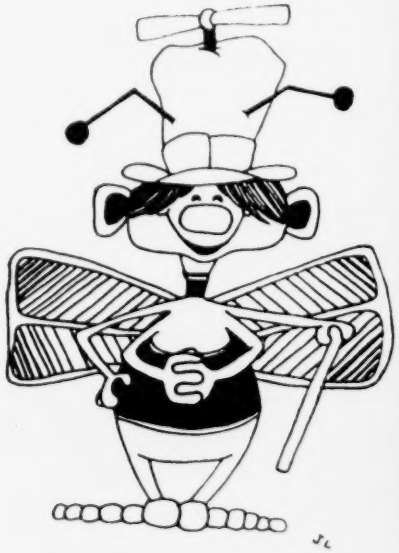
60 61 62 63 64 65 66 67 68 69

70 71 72 73 74 75 76 77 78 79

80 81 82 83 84 85 86 87 88 89

90 91 92 93 94 95 96 97 98 99

100



WEEK 6--DAY 3

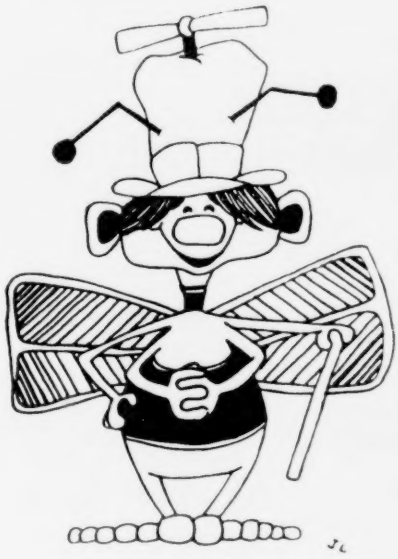
"HOW TO" LESSON FOUR IS:

"HOW TO" SPEED UP THOSE FINGERS AND HAVE FUN WITH A STORY *CHICKEN SOUP WITH RICE:

1. In January it is so nice
while slipping on the sliding ice
to sip hot chicken soup with rice.
Sipping once, sipping twice,
sipping chicken soup with rice.

2. In February it will be
a snowman anniversary
with cake for him and soup for me!
Happy once, happy twice,
happy chicken soup with rice.

3. In March the wind blows down the door
and spills my soup upon the floor.
It laps it up and roars for more.
Blowing once, blowing twice,
blowing chicken soup with rice.



4. In April I will go away
to far off Spain or Old Bombay
and dream about hot soup all day.
Oh my oh once, oh my oh twice
oh my oh chicken soup with rice.

5. In May I truly think it best
to be a robin lightly dressed
concocting soup inside my nest.
Mix it once, mix it twice,
mix that chicken soup with rice.

6. In June I saw a charming group
of roses all begin to droop.
I pepped them up with chicken soup!
Sprinkle once, sprinkle twice
sprinkle chicken soup with rice.

"HOW TO" SPEED UP THOSE FINGERS AND HAVE FUN WITH A STORY *CHICKEN SOUP WITH RICE:

7. In July I will take a peep
into the cool and fishy deep
where chicken soup
is selling cheap.
Selling once, selling twice,
selling chicken soup with rice.

8. In August it will be so hot
I will become a cooking pot
cooking soup of course.
Why not? Cooking once, cooking
twice, cooking chicken soup with rice.

9. In September for a while
I will ride a crocodile
down the chicken soupy Nile.
Paddle once, paddle twice,
paddle chicken soup with rice.

10. In October I shall be host
to witches, goblins and a ghost.
I will serve them chicken soup on toast.
Whoopy once, whoopy twice,
whoopy chicken soup with rice.

11. In a November gusty gale
I will flop my flippy tail
and spout hot soup.
I shall be a whale!
Spouting once, spouting twice
spouting chicken soup with rice.

12. In December I shall be
a baubled bangled Christmas tree
with soup bowls draped all over me.
Merry once, merry twice
merry chicken soup with rice.

13. I told you once, I told you twice
all seasons of the year are nice
for eating chicken soup with rice!

*Maurice Sendak. Chicken Soup With Rice. Harper & Row Publishers. 1962

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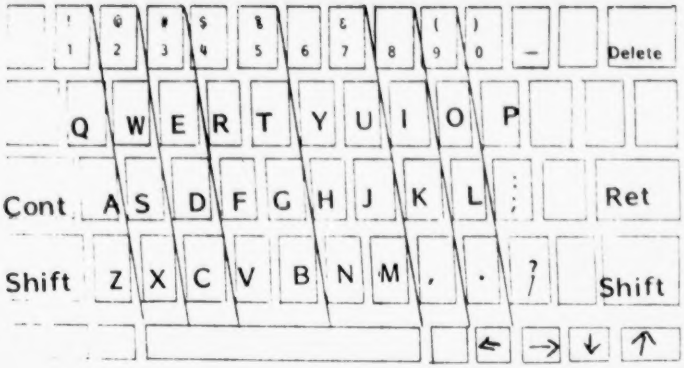

WEEK 6--DAYS 4 AND 5

"HOW TO" WARM UP THOSE FINGERS:

1. Type the following drill using all the letters of the alphabet:

   a b c d e f g h i j k l m n o p q r s t u v w x y z RETURN

   Children are just crazy about playing RETURN

   with keys, masques, and very big gift boxes. RETURN TWICE

2. Your instructor will now show you how to use your visual 10-key pad. It should be fun for you to practice on this so that if you ever have to use a real 10-key calculator, you will know where to place your fingers. That will make you very proud!

3. If you have not already learned how to "Boot the System," your teacher will instruct you at this time.

4. Your instructor will select review drills, words, and sentences from previous lessons to reinforce the alpha-numeric keyboard. You, yourself, must also try to reinforce what you have learned at every opportunity. NEVER BE CARELESS ABOUT HOW YOU USE THE KEYBOARD. You have learned the correct fingering, and you should ALWAYS remember to use it!

C O N G R A T U L A T I O N S

A N D

H A P P Y K E Y B O A R D I N G ! !

SPELLING WORDS FOR GRADES 3, 4, AND 5

Most of the words are taken from Improving Spelling Performance Kendall/Hunt Publishing Company, Dubuque, Iowa, 1981.

ASDF-JKL

DAD	FA (musical term)
SAD	LA (musical term)
ASK	AD
LAD	ALA
FAD	SAL
AS	ALAS
LASS	FLASK
SASS	ALFALFA
FALL	FALLS
ADD	KAKA (New England parrot)

ASDF-JKL

E

DEAF

LESS

FELL

JADE

FEAL

FEEL

FED

DEED

KEEL

SELL

DEAL

FADE

LEAD

LEAF

FEE

DEAD

LED

ASDF-JKL

E - I

LIKE	LID
SAID	SLIDE
KILL	SITE
DILL	FILE
FILL	IDEAL
SILL	IDEA
DIE	ILL
ASIDE	KID
DID	SKILL
DIED	SIDE
JAIL	SAIL
AIL	FAIL
SAID	

ASDF-JKL

E-I-R-G

RAG

GAS

REAL

EARS

JIG

REFER

GLAD

LEGS

DRAG

AGE

EGGS

LEG

GLASS

ARE

FAR

JAR

FEAR

EAR

FLAG

LARK

READ

RED

FAKE

GAG

GAD

GAFF

GAL

SAG

SAGA

JAG

LAG

GALA

GALL

LARGE

ASDF-JKL

E-I-R-G-H

SHED	HELD	ASH
SHADE	DULL	RULE
LASH	RULE	HERDASH
RUSH	DUG	SASH
RULER	RUDE	FISH
HAD	RULING	DISH
USEFUL	HERE	GUESS
HE	FULL	FUSE
SHE	HUGE	DUES
FUR	USES	GULF
FULL	DASH	HAG

ASDF-JKL

E-I-R-G-H-U-O

ODD

HOLD

SOLD

ROAR

FOLK

ROD

JOIN

HOSE

OFF

ROLL

GOES

OR

HOOD

LOOK

OAK

OIL

HOE

HOLE

DOOR

OUR

OURS

HOURS

HORSE

HOUSE

FOLKS

RADIO

LOGS

LOAD

ASDF-JKL

E-I-R-G-H-U-O-T

DETAIL
SKATE
TEST
TIRE
SOFT
GIFT
STAIRS
TOOL
TEARS
ROOT

LIST
TEA
SALT
FLAT
TIGHT
TOT
TEAK
STEAL
TOE
STIR

TEAL
TEASE
TEAR
TEETER TOTTER
THESE
SHIRT
HATE
SISTER
SIT

ASDF-JKL

E-I-R-G-H-U-O-T-C

ACT	RICE	CASE
SCOLD	CART	LACE
FACE	CLOSE	ACE
CHILD	RACK	SCALD
ACTED	CALL	KICK
CLOCK	CHEST	ICE
ROCKS	RACE	CARE
CANS	COAT	ECHO
ACROSS	CRACK	CHART
COLOR		

ASDF-JKL

E-I-R-G-H-U-O-T-C-M

REMOTE	MAKE	MICRO
STORM	DAM	MULTI
MICE	MILE	LOGIC
CAME	ALARM	MARK
TAME	ARM	CAMEL
MADE	SHAME	TERM
MEAT	LIME	HIM
MAT	THEME	CHARM
MASTER	ADMIT	MEAL

ASDF-JKL

E-I-R-G-H-U-O-T-C-M-W

WAD	WIFE	WEAR
WAIT	WRITE	WEIGHT
GLOW	WOE	WHILE
HOW	SHOW	WHO
STRAW	WELL	HOWL
WHERE	WORD	LOW
RENEW	TOW	WORK
WAS	DEW	WERE
WALL		

ASDF-JKL

E-I-R-G-H-U-O-T-C-M-W-N-V-Y-B

BEG	JOB
BERRY	BOY
BEGIN	BALL
BATH	BEAT
BAY	BARK
BIT	BAND
BLOOD	BOOK
BIDS	BRANCH
BLOW	ROBIN
BEAD	BADLY
BESIDE	BOAT
BAKED	BEND

ASDF-JKL

E-I-R-G-H-U-O-T-C-M-W-N-V-Y-B-X-Z-P

RAPID	EXTRA	PIZZA
SOAP	MIXED	AX(E)
AXLE	SPEED	TAXES
AZTEC	EXIT	PRIZE
FIXED	AZURE	PLAN
OX	ZOO	ZITHER
SPEAR	ZERO	PACK
PIPE	MIX	SIZE
ZEBRA	FIX	BLAZE
XEROX	EXTEND	JAZZ
X RAY	HAZE	FOX

ASDF-JKL

E-I-R-G-H-U-O-T-C-M-W-N-V-Y-B-X-Z-P-Q

QUIET

QUICK

QUELL

QUIT

QUESTION

QUEER

SQUIRREL

QUOTE

QUACK

QUAIL

QUALM

QUART

QUEEN

QUICK

QUILT

QUART

QUOTE

QUOTA

QUIZ

QUAKE

QUARRY

QUIVER

END

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